

Vehicle Information Management System (VIMS)

CEFMS Interface Version (5.1)

USER'S GUIDE

October 01, 1997

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Chapter 1
GETTING STARTED
INTRODUCTION

Vehicle Information Management System (VIMS)

CEFMS Interface Version

Introduction

VIMS is designed to facilitate the management of all non-tactical, administrative motor vehicles in the categories of GSA, civil-owned, military-owned, project, and vehicles commercially-leased. The system will provide a means to manage vehicle inventory information, track vehicle usage, send transactions to CEFMS for vehicle usage, and generate reports from information in the database.

Each Division and District will have a separate VIMS system. VIMS allows different levels of access to the VIMS programs and the database to accommodate the different levels of user needs. A fleet manager at the District will require access to data for all of the fleet, but a field office will only need access to that office's vehicles.

VIMS interfaces with CEFMS primarily to verify information entered for vehicle inventory records and vehicle usage transactions. New inventory records will have specific items, such as the bar code validated against information stored in the CEFMS database. Likewise, when a vehicle is marked for disposal by the VIMS user, the disposal will be verified with CEFMS. These validation checks are to keep the VIMS inventory current with the CEFMS property book. Users will enter trip tickets to account for vehicle usage. When the user enters trip information which requires a charge be sent to CEFMS, VIMS will ask the user to enter appropriate purchase request information for that particular trip. A transaction will then be sent to CEFMS for that trip using the information provided by the user. If the user finds it necessary to make an adjustment to a previously entered trip ticket, VIMS will send an adjustment to CEFMS using the information the user entered when the trip was first recorded. Other options are available to enter information on drivers, verify purchase request information, enter site reference data, and generate reports. The options available only to the VIMS administrator/database manager or the fleet manager are utilities to maintain the integrity of the data and manage user access to VIMS.

GETTING STARTED
SUMMARY OF CHANGED FEATURES

SUMMARY OF CHANGED FEATURES

A number of features that existed in previous versions of VIMS have been changed in the CEFMS Interface version. Some of the major changes are as follows:

*VIMS is now based on the same platform as CEFMS and is a multi-user, multi-role system.

*Project VIMS (PVIMS) users will now use VIMS.

*The end-of-period close out and end-of-year close out routines were replaced with a routine to 'cleanup' specific database tables.

*Trip Tickets:

- can cross months but can not cross fiscal quarters or fiscal years.
- can be entered for up to one fiscal quarter.
- have only one purchase request number per trip.
- automatically send charges to CEFMS.

*The screens to view the Corps Standard and Reference tables were replaced by listing the data contained in those tables in the manual.

*The maintenance work order form was deleted for the present time.

*There is less site specific information to enter.

Some vehicle inventory and trip ticket information will now be validated against or obtained from CEFMS.

GETTING STARTED HOW TO SET UP VIMS

HOW TO SET UP VIMS

* System and/or Database administrator:

- Verify Oracle product SQL*MENU version 5.0 is installed. Other Oracle products used by VIMS should already be resident for CEFMS use.

* HQUSACE authorized software installer:

- Request local CEFMS D.B.A. contact the HQUSACE VIMS coordinator for application ID permission requirements.
- Install VIMS software and database tables.
- Load converted data uploaded by sites into VIMS.
- Add user to appropriate VIMS role and location codes.

* Local VIMS administrator:

- Work with Motor Pool user to convert current VIMS data.
- Instruct or have someone instruct users in connecting to where VIMS was installed.
- Assign or have assigned UNIX and Oracle userids and passwords to all users.
- Request local CEFMS D.B.A. grant Generate Plant Rental and Shop and Facility Service billing privileges in CEFMS to VIMS users.
- Request CEFMS DBA grant Data Manager permissions for the appropriate VIMS Role.
- Issue VIMS documentation manual to users and set up a training date for the new user.

* Motor Pool user or local VIMS administrator.

- Set up site specific tables.
- Convert current VIMS data in preparation for upload to the new VIMS.
- Field Office user does not usually participate in the initial set up process.

GETTING STARTED HOW TO SET UP VIMS

STARTING VIMS

Before getting started in VIMS a user must contact customer assistance for the following:

- * a userid and password to the computer and Oracle
- * Generate Plant Rental and Shop and Facility Service billing privileges in CEFMS

Contact the local VIMS administrator to get permissions to access VIMS. The local VIMS administrator will FAX or E-Mail a completed VIMS Permissions Request form (see Appendix C) to the HQUSACE VIMS administrator.

Local VIMS Administrator:

Phone:

FAX:

E-Mail:

HQUSACE VIMS Administrator:

Phone: 202-761-0669

FAX: 202-761-0611

E-Mail:

GETTING STARTED HOW TO SET UP VIMS

The HQUSACE VIMS administrator will add the user to a VIMS role (see the [Menu Option Access (VIMS Roles)] section in Chapter 1) and grant the user access to one of the site specific location codes.

After the HQUSACE VIMS administrator has granted the user VIMS access, the user must execute a set-up routine before they access VIMS for the first time.

At the Unix prompt from the user's home directory, type the following:

/hqusace/s0ldt111/new_vims_user

The procedure will:

- * create a link between the user and VIMS
- * create a directory called **vims_prt** under the user's home directory
- * copy printer control files to the new **vims_prt** directory (control files may be changed to fit the user's laser printer configuration)

NOTE: VIMS **can not** be accessed from the CEFMS Logistics Function Menu.

GETTING STARTED HOW TO SET UP VIMS

When the user has connected to the system they will see the following message:

EP/IX (....)

login:

Enter the system userid assigned and press *Return*. The following message will be displayed.

password:

Enter the system password assigned and press *Return*.

NOTE: In most systems the userid and password must be entered in lowercase letters.

Once the user has logged on, start VIMS by typing '**VIMS**' in uppercase letters.

NOTE: If the user receives the message **VIMS: COMMAND NOT FOUND** after typing 'VIMS', they should contact their local VIMS support personnel.

GETTING STARTED HOW TO SET UP VIMS

On some systems you will be asked for your oracle password on others the following screen will be displayed: which requests both ID and password.

```
Sql*Menu: RUNMENU50: Version 5.0.11.3.2 - Production on Thu Sep 22 21:03:19 1
Copyright (c) Oracle Corporation 1979, 1989. All right reserved.

Using Oracle Toolkit Version 01.00.19.00.03 (Production)
Using PL/SQL Version 01.00.33.01.02 (Production)
Using SQL*Forms Version 03.00.16.04.02 (Production)

Username:
Password:

Press F8 at any time to show function keys.

Enter your ORACLE username
Application:      Menu:                                     <Rep>
```

Both ways are correct.

The user must enter their Oracle userid and password and press *Enter*. The VIMS Main Menu will be displayed.

GETTING STARTED MENU OPTION ACCESS (VIMS ROLES)

MENU OPTION ACCESS (VIMS ROLES)

<u>FIELD USER</u> <u>ADMINISTRATOR</u>	<u>MOTOR POOL USER *</u>	HQUSACE <u>VIMS</u>
Vehicle Inventory (query and update only)	Field Role +	Motor Pool Role +
Trip Ticket	Vehicle Inventory	Administrative Menu
Verify Purchase	Site Specific Menu	(all options)
Request Information	Utilities Menu	
Reports Menu	Administrative Menu (not all options)	

*The Motor Pool role is assigned to the person(s) tasked with the day to day operation of VIMS at the District or Division and also to the local VIMS Administrator. The local VIMS administrator is usually the Chief of Transportation and is the person responsible for contacting the HQUSACE VIMS Administrator when necessary.

**The HQUSACE VIMS Administrator is responsible for the VIMS software, granting users access to VIMS, and providing VIMS help line support. The HQUSACE VIMS Administrator will not have any permissions to access CEFMS and therefore can not enter trip ticket data.

Exit/Previous Menu Options:

The first two options on every VIMS menu are 1) Exit VIMS and 2) Previous Menu. All other menu options are dependent on the type of user accessing VIMS.

SHOW KEYS

Assistance is always available about what key should be used to perform a function, task, or move the cursor within the VIMS application screens. Although the *Show Keys* function may be different on any system it is usually invoked by pressing the *F8* key. These differences are due to system keyboard mappings which may be different at each site. If the *F8* key does not work on your particular system check with your local VIMS administrator to find out the correct key to use. An example of the *Show Keys* function is shown below.

Insert/Replace	Insert	Enter Query	F2
	Ctrl_A	Execute Query	F3
Left	<---_Arrow	Delete Character	Del
Right	--->_Arrow		Ctrl_D
Delete Backward	Backspace	Redisplay Page	Shift_F8
	BS/Del		Ctrl_R
Clear Field	F6		Ctrl_L
Clear to End of Fld	Esc F6	Display Error	Shift_F10
Help	F1	Show Function Keys	F8
List Field Values	F4	Print	Shift_F9
Duplicate Field	Shift_F7	Count Query Hits	Shift_F1
	Ctrl_F		Esc #
Next Primary Key Fld	Ctrl_K	Scroll Left	Ctrl_<---
Next Field	Tab	Scroll Right	Ctrl_--->
Previous Field	Shift_Tab	Up	Up_Arrow
	Esc Tab	Down	Down_Arrow
	Esc Return	Beginning of Line	Ctrl_B
v Clear Record	F5		Esc <---_Arro
Please acknowledge screen (Ok)			
Enter the NSN code. (Press <LIST> for a list of values.)			
Count: 5	^ v		<Replace>
1 2 3 4 5 6 7 8 9 10		CURSOR	Alt-F10 exit

The user must press *Return* when finished viewing the function key mapping to acknowledge the function key screen and return to the VIMS application.

GETTING STARTED HELP

HELP

If more information is needed about a data field, on-line help is available for every data entry field and menu option in the VIMS. Position the cursor on the field where help is needed and press *Help*. A screen detailing information about that field will be displayed. An example of the Help screen for the Main Menu, Vehicle Information option is shown below.

The screenshot shows a terminal window with a blue background. At the top, a title bar reads "Vehicle Information". Below this, a text box contains the message: "This option executes a form which allows the user to query and modify vehicle inventory records." At the bottom of the blue area, a prompt says "Please acknowledge screen" followed by a red box containing the text "(Ok)". Below the blue area is a red horizontal bar. At the very bottom, a status bar displays the following information: "Application: VIMS", "Menu: VIMS", a cursor icon, "<OSC><DBG>", "<Rep>", and a row of numbered tabs from 1 to 10. The 10th tab is highlighted. To the right of the tabs are the labels "CURSOR" and "Alt-F10".

The user must press *Return* when finished viewing the help message to acknowledge the help screen and return to the VIMS application.

LIST VALUES LOOKUP TABLES

```

v2.0.4                                VEHICLE INVENTORY                                01.1
Tag Num                               List of HSN codes
Bar C                               Find:
Manufac
ALLIED                               2310-00-061-1939  AMBULANCE 1/2T 4X2 4LTR
                                     2310-01-090-7691  BUS 36-43PASS INTEGRAL BD ON CHASS
National
SEDAN                               2310-01-090-7693  BUS 27-33PASS BODY ON CH
                                     2310-01-090-7696  BUS 20-25PASS BODY ON CHA
Location
GEFMSLA                             2310-01-090-7707  BUS 27-33PASS INTEGRAL BD
                                     2310-01-090-7738  SEDAN SUBCOMP 4PASS CL I
                                     2310-01-090-7739  SEDAN COMPACT 5PASS CL II
                                     2310-01-090-7740  SEDAN MID 5PASS CLASS III
UIC
HQUSACE                             Disposal
Project Info: KERR DAM SITE          Replaced? Date
                                     Meter
<ENTER QUERY/EXECUTE QUERY>  <EXIT>  <COMMIT>  <NEXT RECORD>  <NEXT BLOCK>
to query                    exit    to save   next vehicle  screen 2 ...
Press Shift_F3 to pick selection, F10 to cancel.
Count: 5
1 2 3 4 5 6 7 8 9 10
CURSOR  Alt-F10

```

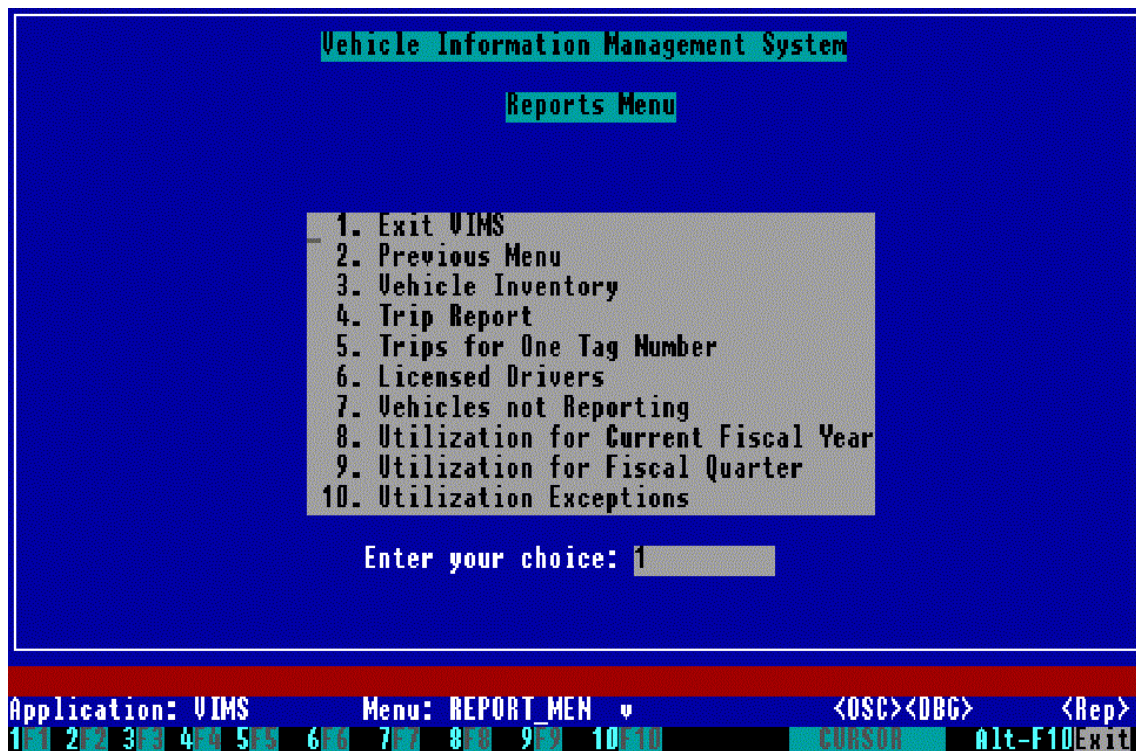
1-11

GETTING STARTED
VIEWING ADDITIONAL MENU OPTIONS

VIEWING ADDITIONAL MENU OPTIONS

The V and ^ symbols located to the right of the Menu name on the very bottom of the screen indicate that some menu options are out of view and can be viewed by scrolling. Use the *Up* and *Down* keys to advance and view all of the menu options. An example of the Reports Menu is shown below.

Notice that the V and ^ symbols indicate that there are additional menu options before and after the current menu options.



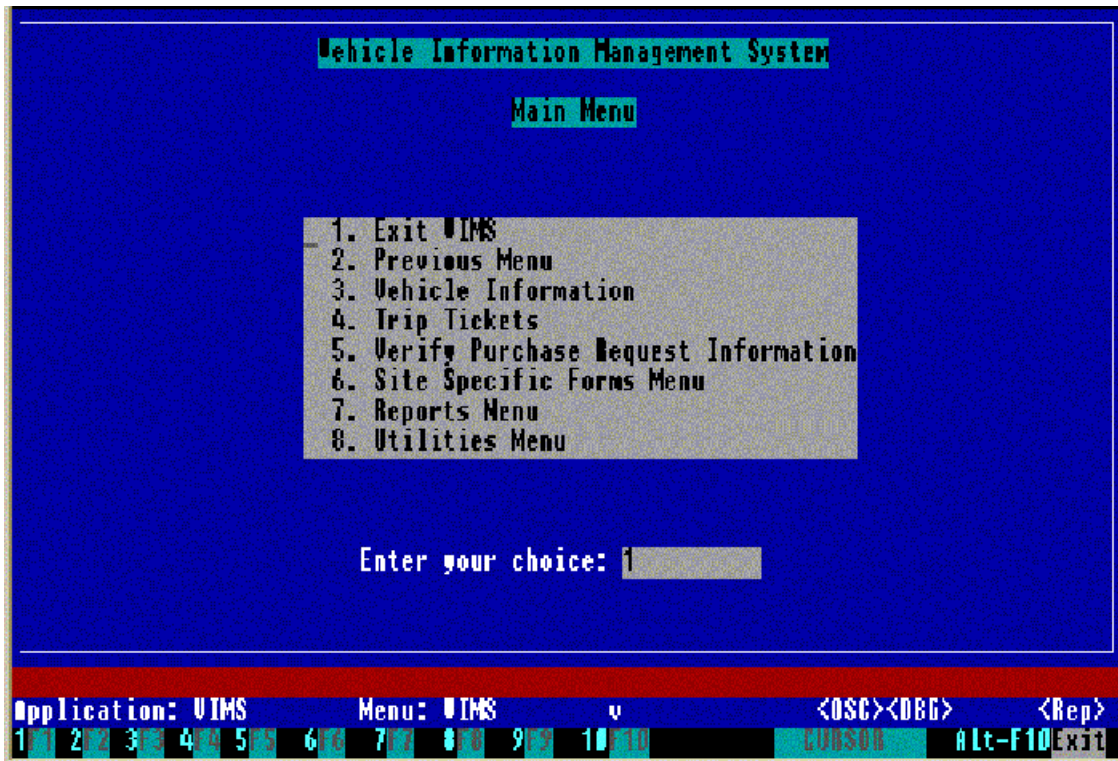
ERROR MESSAGES

If the user receives an error message, starting with * **ERROR**, they should stop what they are doing immediately and contact their local VIMS Administrator. The administrator will need to know the exact error message received. Therefore, if the user must clear their screen they should ensure they make a screen print for reference.

Specific * **ERROR** messages along with their probable causes, user actions, and VIMS Administrator/ Data Base Administrator (D.B.A.) actions are listed at the end of the Vehicle Inventory, Trip Ticket, and Verify Purchase Request Information sections in this manual.

MAIN DIRECTORY

The VIMS Main Menu screen is shown below. The function of each item on the Main Menu will be explained in individual sections of this manual.



To choose an option, enter the option's number and press *Return*.

VIMS OPERATION MAIN DIRECTORY

Option [Exit VIMS] will return the user to the Unix system.

Option [Previous Menu] will return the user to the menu displayed prior to the current menu. If the Main Menu is displayed, the user will be placed in the Oracle application menu.

Option [Vehicle Information] allows the user to query, add, and modify vehicle inventory information.

Option [Trip Tickets] allows the user to query, add, or delete information on vehicle usage by means of a trip ticket.

Option [Verify Purchase Request Information] allows the user to verify purchase request number information is valid for vehicle usage charges.

Option [Site Specific Forms Menu] displays a menu with options that allow the user to query and maintain information specific to the user's site.

Option [Reports Menu] displays a menu with options that allow the user to print reports about vehicle inventory, utilization, or trip ticket information.

Option [Utilities Menu] displays a menu with options that allow some users to maintain the VIMS database.

VIMS OPERATION VEHICLE INFORMATION

VEHICLE INFORMATION

When [Vehicle Information] is selected from the VIMS Main Menu, the Vehicle Inventory screen, shown below, will be displayed. The Vehicle Inventory screen allows users to query, add, or modify inventory records.

v2.0.4		VEHICLE INVENTORY		01.1	
Tag Number	CE14302	Resource Codes		Type	C-Civil
Bar Code	68098	Standard	CORPSVEH	Sub-type	R-Revolving
FOA	M2	Billing	CTRUCK-GP3	Status	A-Active
Manufacturer	31007	Model Yr	Make	Serial Number	
INTERNATIONAL HARVES	1971	Model	WATER TRK	1800AFD53902F	
National Stock Number	2320-01-090-7808	LIN	X57545	Class	7
TRUCK TNK 4X2 250-1500GL		Code	1800	SF82	H
Exception	Y	MISSION ESSENTI			
Location	OGR	DATES:		METERS:	Unit M
GRAPEVINE		Corps Owned Acq	01-JUN-1990	Start	0
		Delivery	01-AUG-1971	FY 1997	20210
UIC	W2SU02	Last Transaction	13-FEB-1998	Current	25000
FORT WORTH DIST		Disposal			
Project Info:		Replaced?	Date		
		Meter			
<ENTER QUERY/EXECUTE QUERY> <EXIT> <COMMIT> <NEXT RECORD> <NEXT BLOCK> to query exit to save next vehicle screen 2 ... Enter the license Tag Number of the vehicle. Count: 1 <Replace>					

To exit the Vehicle Inventory: Press *Exit* to return to the Main Menu.

To query the current inventory:

The Vehicle Inventory Screen automatically goes into query mode when first entered. Enter data in the fields to be used for the query, and then press *Execute Query*. Press *Enter Query* to open a query, if the screen is not in query mode.

VIMS OPERATION VEHICLE INFORMATION

To add a vehicle to the inventory:

Remember that the Vehicle Inventory Screen automatically goes into query mode when first entered so press *Exit* to cancel query mode.

Enter the information in the following fields. Press *Commit* to save the record after the information is entered.

TAG-NUMBER. Enter the license TAG NUMBER of the vehicle and press *Next Field*. The TAG NUMBER is not required to add an inventory record but has to be entered before trip tickets can be entered for the vehicle. Once a TAG NUMBER is committed to the database it may only be changed through the [Change a License Tag Number or a Bar Code] option on the Site Specific Menu.

BAR CODE. Enter the BAR CODE for the vehicle and press *Next Field*. Once a BAR CODE is committed to the database it may only be changed through the [Change a License Tag Number or a Bar Code] option on the Site Specific Menu.

FOA CODE. Displayed is the FOA code for the site.

RESOURCE CODE. The cursor will skip to the TYPE field if the STANDARD and BILLING RESOURCE CODES are automatically populated after the BAR CODE is entered.

STANDARD RESOURCE CODE. This code refers to one of three standardized resource codes based on the ownership of the vehicle. The valid codes are CORPSVEH, GSAVEH, and COMVEH. Enter CORPSVEH for Corps owned, GSAVEH for GSA rental, or COMVEH for commercially leased. If the STANDARD RESOURCE CODE can not be determined by VIMS, the user will be asked to enter a STANDARD RESOURCE CODE.

BILLING RESOURCE CODE. This code refers to the resource code this vehicle will use when sending trip ticket charges to CEFMS. A BILLING RESOURCE CODE is required for all GSA and commercially leased vehicles. Corps owned project vehicles do not need a BILLING RESOURCE CODE because their usage is not billable. Press *List* to query for a list of children resource codes of the parent STANDARD RESOURCE CODE. A BILLING RESOURCE CODE can be selected from the list by pressing *Next Field*.

NOTE: A suggested list of BILLING RESOURCE CODES is listed in Appendix B. While it is not required to use these codes, it is suggested that these codes be used and others added as necessary.

VIMS OPERATION VEHICLE INFORMATION

TYPE-DESCRIPTION. When you enter into this field a popup list will present you with the 'C'-Civil or 'M'-Military TYPES of the vehicle along with the corresponding UIC. Choose carefully the proper type and uic for the type of funding the vehicle will use. For those FOA that have more than one UIC per type please **NOTE** that if you choose the wrong TYPE and UIC and do not commit the record it can be changed, however if you commit the record before you catch the mistake you will have to contact HQUSACE for the fix. Press *Enter* to select and the DESCRIPTION will be automatically populated.

SUBTYPE-DESCRIPTION. Enter either 'R'-Revolving Fund, 'P'-Project, 'O'-Other or press *List* to query for a valid list of subtypes then press *Next Field*. A Project vehicle is either a GSA vehicle dispatched to one organization or Corps owned project purchased. The Other SUBTYPE is only for Corps owned vehicles which would be billed as Shop and Facility Service in CEFMS. Any vehicle with a Revolving Fund SUBTYPE will be billed as Plant Rental. VIMS may automatically populate the field with a suggested SUBTYPE which can be changed if not correct.

VEHICLE STATUS. Enter the VEHICLE STATUS or, press *List* to query for the correct status then press *Next Field*. Valid entries are 'A'-active, 'D'-disposed, and 'W'-awaiting disposal. VIMS will verify the disposal of Corps vehicles by checking CEFMS to see if this vehicle asset is in a disposed or transferred status. Contact the local VIMS administrator when there is a conflict in the disposed status of Corps vehicles. Default is 'A'-active.

MANUFACTURER-DESCRIPTION. Enter the MANUFACTURER code or, press *List* to query for the correct code then press *Next Field*. The DESCRIPTION will be automatically populated.

MODEL YEAR. Enter the 4-digit MODEL YEAR when the vehicle was manufactured and press *Next Field*.

MAKE. Enter the MAKE of vehicle and press *Next Field*. Example: Chevrolet.

MODEL. Enter the MODEL of vehicle and press *Next Field*. Example: Corsica.

SERIAL NUMBER. If the SERIAL NUMBER is not automatically populated, enter the SERIAL NUMBER of the vehicle or the word 'NONE' and press *Next Field*.

NATIONAL STOCK NUMBER AND DESCRIPTION. Enter the NSN of the vehicle or, press *List* to query for the correct NSN then press *Next Field*. The list to query from is based on the RESOURCE CODE. The DESCRIPTION will automatically be populated.

VIMS OPERATION VEHICLE INFORMATION

NSN LIN. The NSN LIN will be populated automatically based on the NSN.

VEHICLE CODE. The VEHICLE CODE will be populated automatically based on the NSN.

VEHICLE CLASS. The VEHICLE CLASS will be populated automatically based on the NSN.

SF82 CODE. The SF82 CODE will be populated automatically based on the NSN.

EXCEPTION CODE. The default is "N" for No or Normal Utilization. A popup listing will appear for the three categories of authorized exceptions. Highlight the correct category and press *Next Field*.

LOCATION AND DESCRIPTION. Enter the LOCATION code of the vehicle or, press *List* to query for the correct LOCATION code then press *Next Field*. The DESCRIPTION will be automatically populated.

UIC AND DESCRIPTION. Displayed is the UNIT IDENTIFICATION CODE based on the site FOA and owner TYPE. The DESCRIPTION will be automatically populated.

PROJECT INFO. Enter any information pertaining to the organization where the vehicle is assigned.

ACQUISITION DATE. Displayed is the ACQUISITION DATE supplied by CEFMS for Corps owned vehicles. The date may be changed if it is not correct.

DELIVERY DATE. Enter the DELIVERY DATE of the vehicle and press *Next Field*.

LAST TRANSACTION DATE. Enter the date (DD-MON-YYYY) prior to the day that the vehicle is to begin service (usually the day before the delivery date) and press *Next Field*.(i.e.If the vehicle is to begin service on 01-JAN-1996, enter 31-DEC-1995).

NOTE: The LAST TRANSACTION DATE will be automatically updated whenever a trip ticket is entered for this vehicle.

DISPOSAL DATE. If the vehicle status is 'W'-awaiting disposal, the user may enter the date (DD-MON-YYYY) the vehicle is to be disposed and press *Next Field*. If the vehicle status is 'D'-disposed, enter the DISPOSAL DATE for GSA or Leased vehicles and press *Next Field*. The DISPOSAL DATE will be supplied by CEFMS for some Corps owned vehicles and that date may be changed if it is not correct.

VIMS OPERATION VEHICLE INFORMATION

METER UNIT. Enter the type of METER UNIT installed in the vehicle to record time or distance usage. Valid codes are 'M'-miles, 'H'-hours, or 'K'-kilometers and press *Next Field*. Default is 'M'-miles.

START METER. The START METER for a Corps vehicle is the odometer reading when it was newly purchased. For GSA and Leased vehicles enter the current odometer reading upon receipt of the vehicle. After entering the meter reading, press *Next Field*.

FY METER. The FY (Fiscal Year) METER on a newly purchased Corps vehicle or newly acquired GSA or Leased vehicle is the same as the START METER. The FY METER on a transferred Corps vehicle is the actual odometer reading at the end of the last FY. After entering the meter reading press *Next Field*. The FY year will be automatically populated with the last Fiscal Year.

NOTE: The FY METER will automatically be updated by the Clean up VIMS Data option on the Utilities Menu.

CURRENT METER. Enter the current odometer reading of this vehicle and press *Next Field*.

NOTE: The CURRENT METER cannot be changed after initially being entered upon receipt of this vehicle unless the odometer is replaced. This value is automatically updated when a trip ticket is entered for this vehicle.

METER REPLACED?. To view a list of replaced meters on this vehicle, press *List* on the DATE field.

To replace a meter:

Enter the date the odometer was replaced. This date must be the Last Transaction Date or the day after the Last Transaction Date. Press *Next Field*.

The replaced meter reading will automatically default to the CURRENT METER reading.

The cursor will move to the START METER field. Enter the reading on the new meter and press *Next Field*. The CURRENT METER will automatically default to the new START METER reading and the cursor will go to the ENGINE SIZE field on the second screen.

To save the REPLACED METER changes press *Commit*.

NOTE: A tag number must be assigned to the vehicle before a meter can be replaced. All trips using the old odometer must be entered before replacing the meter.

VIMS OPERATION VEHICLE INFORMATION

v2.0.4		VEHICLE OPTIONS		01.2	
61290000		Engine Size	289	Body Style	2
Engine Type	U	P/Steering	Y	2/way Radio	Y
Cylinders	8	P/Brakes	Y	Radio	Y
Transmission	A	P/Take Off	N	Winch	N
SAE Horsepower	150	A/C	Y	Plow	N
Number of Wheels	4	Color	WHITE	Sander	N
Axles	2	# of Hitches	0	Canopy	N
Wheel Base	98			Door/Trunk	
Tire Size		Request Purchase		Contract	
Maintenance Code	A	Info	ANNUAL		
Equip. Bar Code		Info			
Corps Acquisition Code		Amt \$			
Disposal Code		Amt \$			
Remarks					
<ENTER QUERY/EXECUTE QUERY> <EXIT> <COMMIT> <NEXT RECORD> <PREVIOUS BLOCK> to query exit to save next vehicle screen 1 ... Enter the Engine Size in cubic inches or liters. Count: 4 ^ v <Replace> 1 2 3 4 5 6 7 8 9 10 CURSOR Alt-F10 Exit					

TAG-NUMBER. Displayed is the license TAG NUMBER of the vehicle.

ENGINE SIZE. Enter the ENGINE SIZE of the vehicle in cubic inches or liters and press *Next Field*.

ENGINE TYPE. The default is 'U'-Unleaded, press *Next Field* to accept the default, or press *List(F4)* for a list of additional types and choice the correct type.

CYLINDERS. Enter the number of CYLINDERS in the engine and press *Next Field*. Default is '6'.

TRANSMISSION. Enter 'A' for automatic TRANSMISSION or 'S' for standard and press *Next Field*. Default is 'A'-automatic.

SAE HORSEPOWER. Enter the vehicle's SAE HORSEPOWER and press *Next Field*.

VIMS OPERATION
VEHICLE INFORMATION

NUMBER OF WHEELS. Enter the NUMBER OF WHEELS on the vehicle and press *Next Field*. Default is '4'.

AXLES. Enter the number of AXLES on the vehicle and press *Next Field*. Default is '2'.

WHEEL BASE. Enter the WHEEL BASE size (inches or centimeters) and press *Next Field*.

TIRE SIZE. Enter the vehicle TIRE SIZE code and press *Next Field*.

BODY STYLE. Enter the BODY STYLE of the vehicle and press *Next Field*. Valid entries are '2'-2 door, '4'-4 door, and 'O'-Other. Default is '2'-2 door.

P/STEERING. Enter 'Y' if the vehicle has POWER STEERING or enter 'N' if it does not have power steering and press *Next Field*. Default is 'N'.

P/BRAKES. Enter 'Y' if the vehicle has power brakes or enter 'N' if it has disc brakes and press *Next Field*. Default is 'N'.

P/TAKE OFF. Enter 'Y' if the vehicle has power take off or enter 'N' if it does not and press *Next Field*. Default is 'N'.

A/C. Enter 'Y' if the vehicle has air conditioning or enter 'N' if it does not and press *Next Field*. Default is 'N'.

COLOR. Enter the COLOR of the vehicle and press *Next Field*.

2/WAY RADIO. Enter 'Y' if the vehicle has 2/WAY RADIO or enter 'N' if it does not and press *Next Field*. Default is 'N'.

RADIO. Enter a 'Y' if the vehicle has a RADIO or enter 'N' if it does not and press *Next Field*. Default is 'N'.

WINCH. Enter 'Y' if the vehicle has a WINCH or enter 'N' if it does not and press *Next Field*. Default is 'N'.

PLOW. Enter 'Y' if the vehicle has a snow PLOW or enter 'N' if it does not and press *Next Field*. Default is 'N'.

VIMS OPERATION VEHICLE INFORMATION

SANDER. Enter 'Y' if the vehicle has a SANDER or enter 'N' if it does not and press *Next Field*. Default is 'N'.

CANOPY. Enter 'Y' if the vehicle has a CANOPY or enter 'N' if it does not and press *Next Field*. Default is 'N'.

OF HITCHES. Enter the number of trailer hitches on the vehicle and press *Next Field*. Default is 0.

GROSS WEIGHT. Enter the vehicle's GROSS WEIGHT in pounds or kilograms and press *Next Field*.

CURB WEIGHT. Enter the vehicle's CURB WEIGHT in pounds or kilograms and press *Next Field*.

IGNITION KEY. Enter the auto IGNITION KEY number and press *Next Field*.

DOOR/TRUNK KEY. Enter the auto DOOR/TRUNK KEY number and press *Next Field*.

REQUEST PURCHASE NO. Enter the GSA REQUEST PURCHASE NUMBER used to purchase the vehicle and press *Next Field*.

CONTRACT NUMBER. Enter the GSA CONTRACT NUMBER used to purchase the vehicle and press *Next Field*.

MAINTENANCE CODE. Enter the MAINTENANCE CODE for maintenance scheduling or, press *List* to query for the correct maintenance code then press *Next Field*.

MAINTENANCE INFO. Enter MAINTENANCE INFORMATION such as recall notices or date of last service.

EQUIPMENT BAR CODE. Enter the BAR CODE of any permanently mounted EQUIPMENT or other equipment attached or assigned to this vehicle.

EQUIPMENT INFO. This field will be automatically populated with the property description found in CEFMS for the EQUIPMENT BAR CODE. Enter a description of the EQUIPMENT when none is supplied.

VIMS OPERATION
VEHICLE INFORMATION

ACQUISITION CODE. Displayed is the ACQUISITION CODE supplied by CEFMS for Corps owned vehicles.

ACQUISITION PRICE. Displayed is the ACQUISITION PRICE for this vehicle supplied by CEFMS for Corps owned vehicles. The ACQUISITION PRICE may be changed if it is not correct.

DISPOSAL CODE. Displayed is the DISPOSAL CODE supplied by CEFMS for Corps owned vehicles.

DISPOSAL PRICE. Displayed is the vehicle's disposed PRICE supplied by CEFMS for Corps owned vehicles. The DISPOSAL PRICE may be changed if it is not correct.

REMARKS. Enter any REMARKS necessary. Example: damage upon receipt, etc..

VIMS OPERATION VEHICLE INFORMATION

To modify a vehicle inventory record:

Query the vehicle to be modified. Change the desired fields then press *Commit* to save the changes.

To delete a vehicle from the inventory:

Query the vehicle that was disposed and change the VEHICLE STATUS to 'D'.

VIMS will verify CEFMS has the Corps Owned vehicle in a disposed or transferred status before automatically populating the disposal information on the Vehicle Options screen. The DISPOSAL DATE or DISPOSAL PRICE supplied by CEFMS may be modified if incorrect. If it is a GSA or Commercially Leased vehicle, enter the date the vehicle was disposed in the DATE field of the CORPS OR GSA DISPOSAL block on the Vehicle Options screen.

Vehicles will be automatically deleted from the inventory when the Clean Up VIMS Data option on the Utilities Menu is executed provided they meet the following conditions.

- the VEHICLE STATUS in the inventory record is 'D'
- the LAST TRANSACTION DATE and the DISPOSAL DATE in the inventory record are the same date
- the DISPOSAL DATE is in the previous fiscal year

SERIOUS ERROR MESSAGES

*** ERROR - Can not access CEFMS PERIOD_CONTROL table.**

Cause: Could not access the CEFMS PERIOD_CONTROL table to check for a year end processing status code.

User Action: Call local VIMS administrator.

D.B.A. Action: Verify the CEFMS PERIOD_CONTROL table is available for query.

*** ERROR - Unable to perform disposal verification routine.**

Cause: Could not query a CEFMS table to verify a Corps vehicle was disposed.

User Action: Call local VIMS administrator.

D.B.A. Action: Verify the CEFMS ASSET_CHG_IN_SVC table is available for query.

*** ERROR - Unable to perform disposal date routine.**

Cause: Could not query a CEFMS table to get disposal date for a Corps vehicle.

User Action: Call local VIMS administrator.

D.B.A. Action: Verify the CEFMS ASSET_CHG_IN_SVC table is available for query.

*** ERROR - Can not access either CEFMS UIC or VIMS STATIC table.**

Cause: Could not access a CEFMS or a VIMS table to get UIC for inventory record.

User Action: Call local VIMS administrator.

D.B.A. Action: Verify the CEFMS UIC table and VIMS STATIC table are available for query by the user.

*** ERROR - Unable to replace meter. Notify local VIMS support.**

Cause: Could not access the METER table to insert replaced meter data.

User Action: Call local VIMS administrator.

D.B.A. Action: Verify METER table is in the VIMS database and the user has permissions to update it.

*** ERROR - Can not access METER table. Notify local VIMS support.**

Cause: Could not access the METER table to check previously replaced meter data.

User Action: Call local VIMS administrator.

D.B.A. Action: Verify METER table is in the VIMS database and the user has permissions to query it.

TRIP TICKETS

When [Trip Tickets], is selected from the VIMS Main Menu a Trip Ticket screen similar to the one shown below will be displayed. Trips may be added or deleted but only the gas, oil, dispatch information, and direct cost fields may be changed on a trip ticket.

NOTE: Tickets may be entered for lengths of time up to one fiscal quarter. Trip tickets should be entered in date order. DO NOT skip days. Trip tickets should not be entered for privately owned vehicle (POV) trips.

v3.0.1

TRIP TICKET

02

Tag No.

Nomenclature

Sub-type

Bar Code

Resource Code

Bill by

Bill Method

Starting

Ending

Date

Meter

Date

Meter

Total Days

Miles

Used

Hours

Maint

Gas

Storage

Oil

Non-work

Not Used

Direct Costs

Fuel \$

Gov. Maint \$

Comm. Maint \$

Dispatch To

Bill?

WIC Org

PR&C

Line Avail Qty UOM

Billed Amount

Bill Qty

Bill No.

Enter a license Tag Number. (Press <LIST> for inventory list.)

Count: *0

<List><Replace>

1 2 3 4 5 6 7 8 9 10

CURSOR

Alt-F10 Exit

To query previously entered Trip Tickets:

Press *Enter Query*, enter the TAG NUMBER to find and press *Execute Query*. Trips which have been deleted will NOT be available for query. Use the *Next Record* and *Previous Record* keys to scroll through the Trip Tickets for this vehicle.

To enter a new Trip Ticket:

Before a trip can be entered the vehicle must be in the inventory and have a license tag number assigned.

Enter the information needed in the following fields for the Trip Ticket.

TAG NUMBER. Enter the TAG NUMBER of the vehicle and press *Next Field*. Press *List* to query for a list of Tag Numbers from the inventory. A TAG NUMBER can be selected from the list by pressing *Next Field*. The NOMENCLATURE, BAR CODE, RESOURCE CODE, SUB-TYPE, Billing Unit of Measures (Bill?), BILLING METHOD, STARTING DATE, and STARTING METER will be populated.

STARTING DATE. The STARTING DATE field is automatically populated when the TAG NUMBER is entered. To change the STARTING DATE press *Previous Field* from the ENDING DATE field. The changed date can be the same day as the previous trip if the Unit of Measure is Hours and/or miles only. This allows for multiple trips for the same vehicle within a 24 hour period and allows for correct tracking of utilization. This change also allows for multiple PR&C billings to the same vehicle within the same 24 hour period. **NOTE:** Only one PR&C per trip, however multiple billings requires multiple trips.

STARTING METER. The STARTING METER field is automatically populated when the TAG NUMBER is entered, and can not be changed.

ENDING DATE. Enter the ENDING DATE (DD-MON-YYYY) for this trip ticket and press *Next Field* or, press *Next Field* to go to the DISPATCH TO field. After entering a date and pressing *Next Field* the TOTAL DAYS field will be calculated and displayed. If the STARTING DATE was changed the ENDING DATE can not exceed the ENDING DATE of the last trip entered for this vehicle. **NOTE:** Trip dates may NOT cross fiscal years or fiscal quarters.

ENDING METER. Enter the ENDING METER reading in miles or kilometers for this trip ticket and press *Next Field* or press *Next Field* to default to the starting meter. After pressing *Next Field* the METER USAGE field is calculated and displayed.

DAYS TOTAL. DAYS TOTAL is calculated and displayed when the ENDING DATE field is entered and *Next Field* is pressed.

VIMS OPERATION
TRIP TICKETS

DAYS USED. Enter the number of days the vehicle was used during the time period and press *Next Field*.

DAYS MAINT. Enter the number of days the vehicle was in maintenance or waiting for parts and press *Next Field*.

DAYS STORAGE. Enter the number of days the vehicle was in storage and press *Next Field*.

DAYS NON-WORK. Enter the number of days in this period that were non-work days (e.g.: holidays, weekends). After pressing *Next Field* the DAYS NOT-USED field is calculated and displayed.

DAYS NOT-USED. DAYS NOT-USED is calculated and displayed after each entry of a previous day field. DAYS NOT-USED is defined as normal work days the vehicle was available but was not used.

METER USAGE. METER USAGE is calculated and displayed when *Next Field* is pressed from the ENDING METER field.

HOURS. HOURS is calculated and displayed if there were DAYS USED. The calculated HOURS ($\text{DAYS USED} * 8$) may be changed if not correct. When there are no DAYS USED, enter the total number of HOURS for this trip ticket and press *Next Field*.

GAS QUANTITY. Enter the gallons of GASOLINE added and press *Next Field*.

OIL QUANTITY. Enter the quarts of OIL added and press *Next Field*.

FUEL COST. Enter the total cost of FUEL added during this trip and press *Next Field*.

GOVERNMENT MAINTENANCE COST. Enter the total cost of parts and labor for any maintenance performed by the government during this trip reporting period.

COMMERCIAL MAINTENANCE COST. Enter the total cost of parts and labor for any maintenance performed commercially during this trip reporting period.

DISPATCH TO. Enter DISPATCH information or press *List* for Licensed Driver information. A Driver's name may be selected from the list by pressing *Next Field*.

VIMS OPERATION TRIP TICKETS

BILL?. Enter an 'N' for no billing, 'A' to add CEFMS billing, 'D' to delete a CEFMS billing, or 'Q' to display the Verify Purchase Request Information screen and press *Next Field*.

(N) No Billing will move the cursor to the COMMIT BOX.

(Q) Query Purchase Request Numbers will display the VERIFY PURCHASE REQUEST INFORMATION screen. See the Chapter 5 in this manual for instructions on using that screen.

(D) Delete CEFMS Billing will move the cursor to the COMMIT BOX.

(A) Add CEFMS Billing will pop-up the following dialogue box.

v3.0.1		TRIP TICKET		U2	
Tag No.	CE14302	Nomenclature	TRUCK TNK 4X2 250-1500GL	Sub-type	Revolving
Bar Code	68098	Resource Code	CTRUCK-GP3	Bill by	MI
				Bill Method	PLANT
Starting Date		Ending		Direct Costs	
03-FEB-1998		PR&C search criteria		Fuel \$	
Total Days Used		Enter WIC or Org code		Maint \$	
Maint		Work Item Code (WIC)		Maint \$	
Storage		WIC Responsible Org			
Non-work					
Not Used					
Dispatch To				Bill?	A
WIC Org	PR&C	Line	Avail Qty	UOM	Billed Amount
M2L7300				MI	\$
					\$
					4789
					Bill No.
Enter a Work Item Responsible Org code to use in search for PR&C.					
Count:	1				<Replace>

Enter a **WORK ITEM CODE** or a **WORK ITEM RESPONSIBLE ORG CODE** to be used as search criteria in choosing a PURCHASE REQUEST number from a list. After pressing *Next Field* in the **WIC ORG** field, a list of PURCHASE REQUEST numbers will be displayed. Press *Next Field* to choose a PURCHASE REQUEST number.

ORG CODE. The WORK ITEM ORGANIZATION code is displayed from the dialogue box.

PURCHASE REQUEST (PR&C). If the PURCHASE REQUEST field is not populated, enter the PURCHASE REQUEST number the trip is being charged to and press *Next Field*. If the PURCHASE REQUEST number is unknown, press *List* for a list of PURCHASE REQUEST number's associated with the ORGANIZATION CODE.

LINE. If the PURCHASE REQUEST number is selected from the list, the LINE item number will be automatically populated. Otherwise, enter the LINE number or press *List* to choose a LINE number.

NOTE: If the vehicle has a rate code of DY, MI, HR, or KM one purchase request information line should be entered. Two information lines may be required for vehicles with dual (DY/MI, etc.) rate codes.

AVAILABLE QTY. The AVAILABLE QTY is displayed and based on the quantity available to the PURCHASE REQUEST number, LINE, and UOM CODE. This field will be blank on queries.

UOM CODE. The Unit Of Measure CODE for this LINE item number is displayed.

BILLED AMOUNT. The BILLED AMOUNT will be displayed after the trip has been successfully sent to CEFMS.

BILL QTY. The BILLED QUANTITY will be displayed after the trip has been successfully sent to CEFMS.

BILL NO. The BILL NUMBER will be displayed after the trip has been successfully sent to CEFMS.

To delete Trip Usage information:

Query for the trip to be deleted. Press *Delete Record* from the TAG NUMBER field. The trip's billing information must be deleted before deleting the trip usage information. Trip Tickets must be deleted in the reverse order they were entered.

To delete Trip Billing information:

Query for the trip with the billing information to be deleted. Enter a 'D' in the BILL? field and press *Enter*. The cursor will move to the COMMIT BOX. Press *Commit*.

☐ **COMMIT BOX.** Once the user has entered all information the cursor will move to the box on the lower right hand side of the screen. The user must either press *Commit* or *Cancel* to save or delete the information entered for the trip ticket.

When *Commit* is pressed, several actions will automatically take place. VIMS will send chargeable usage and appropriate purchase request number information to CEFMS for further processing. If CEFMS is called to process transactions, control will be returned to VIMS at the completion of the CEFMS process.

NOTE: The user may see a CEFMS form for a few seconds. DO NOT press any other keys or in any way interfere with the automatic processes. If an error occurs which leaves the user in the CEFMS form or asks the user a question, call the local VIMS administrator immediately. DO NOT press any keys unless instructed to do so by the local VIMS administrator.

VIMS will then save the trip ticket and update all other appropriate tables in the database. If an error occurs and a message is displayed, DO NOT press any keys and notify the local VIMS administrator.

The user will be returned to the trip ticket when the commit process is complete. Press *Clear Form* to clear the screen before adding another trip ticket or press *Enter Query* to query for another trip.

VIMS OPERATION TRIP TICKETS

The following 4 Trip Ticket entry examples are:

- 1) Project Vehicle
- 2) Charge by miles
- 3) Charge by days and miles
- 4) Charge by the hour

Example 1: (Project Vehicle)

v3.0.1		TRIP TICKET		U2	
Tag No.	0E14302	Nomenclature	TRUCK TNK 4X2 250-1500GL	Sub-type	PROJECT
Bar Code	68098	Resource Code	CTRUCK-GP3	Bill by	MI
				Bill Method	PLANT
Starting		Ending			
Date	Meter	Date	Meter	Direct Costs	
03-FEB-1998	20211	13-FEB-1998	25000		
Total Days	11	Miles	4789	Fuel \$	
Used	8	Hours	64	Gov. Maint \$	
Maint	1	Gas		Comm. Maint \$	
Storage		Oil			
Non-work	2				
Not Used					
Dispatch To				Bill?	
WIC Org	PR&C	Line	Avail Qty	UOM	Billed Amount
Enter a license Tag Number. <Press <LIST> for inventory list.>					
Count:	1				<List><Replace>

VIMS OPERATION
TRIP TICKETS

Example 2: (Charge by miles)

v3.0.1		TRIP TICKET		U2	
Tag No.	CE14302	Nomenclature	TRUCK TNK 4X2 250-1500GL	Sub-type	Revolving
Bar Code	68098	Resource Code	CTRUCK-GP3	Bill by	MI
				Bill Method	PLANT
Starting		Ending			
Date	Meter	Date	Meter	Direct Costs	
03-FEB-1998	20211	13-FEB-1998	25000		
Total Days	11	Miles	4789	Fuel \$	
Used	8	Hours	64	Gov. Maint \$	
Maint	1			Comm. Maint \$	
Storage		Gas			
Non-work	2	Oil			
Not Used					
Dispatch To				Bill?	
WIC Org	PR&C	Line Avail	Qty UOM	Billed Amount	Bill Qty
Enter a license Tag Number. (Press <LIST> for inventory list.)					
Count:	1	v		<List><Replace>	

VIMS OPERATION
TRIP TICKETS

Example 3: (Charge by days and miles)

v3.0.1

TRIP TICKET

V2

Tag No. CE23495

Nomenclature TRUCK STD PKUP 1/4-3/4T

Sub-type REVOLVING

Bar Code 70049

Resource Code CTRUCK-GP1

Bill by DY MI

Bill Method PLANT

Starting

Date

26-JAN-1997

Meter

6690

Ending

Date

05-FEB-1997

Meter

6990

Total Days

11

Used

8

Maint

Storage

Non-work

3

Not Used

Miles

300

Hours

88

Gas

25.9

Oil

Direct Costs

Fuel \$ 31.80

Gov. Maint \$

Comm. Maint \$

Dispatch To LAKE CEFMS DAM

Bill?

WIC Org

PR&C

Line

Avail

Qty

UOM

Billed Amount

Bill Qty

Bill No.

U4JO200

W81EWF93248009

1

150

DY

\$ 110.00

8

3065185

2

1000

MI

\$ 60.00

11

3065186

Enter a license Tag Number. (Press <LIST> for inventory list.)

Count: *0

<List><Replace>

1 2 3 4 5 6 7 8 9 10 CURSOR Alt-F10 Exit

VIMS OPERATION
TRIP TICKETS

Example 4: (Charge by the hour)

v3.0.1		TRIP TICKET		U2	
Tag No.	CE19911	Nomenclature	TRUCK CARGO VN 2-4T 6X6	Sub-type	Revolving
Bar Code	01077	Resource Code	CTRUCK-GP3	Bill by	MI
				Bill Method	PLANT
Starting		Ending			
Date	Meter	Date	Meter	Direct Costs	
01-NOV-1997	53374	30-NOV-1997	53380		
Total Days	30	Miles	6	Fuel \$	
Used	1	Hours	8	Gov. Maint \$	
Maint				Comm. Maint \$	
Storage		Gas			
Non-work	12	Oil			
Not Used	17				
Dispatch To				Bill?	
WIC Org	PR&C	Line Avail Qty UOM	Billed Amount	Bill Qty	Bill No.
M2R0L00	W45XMA72070184	5	MI \$ 5.70	6	226714
Enter a license Tag Number. (Press (LIST) for inventory list.)					
Count: 20		<List><Replace>			

SERIOUS ERROR MESSAGES

*** ERROR - You are not authorized to access the trip form.**

Cause: VIMS either cannot verify user is allowed to enter trip tickets or VIMS can not access a CEFMS table to do the verification.
User Action: Call local VIMS administrator.
D.B.A. Action: Verify user is on the Access_Control CEFMS table with the Plant_Rental_Billing indicator set and the user has access to query the CEFMS Access_Control table.

*** ERROR - Unable to retrieve current period from CEFMS.**

Cause: VIMS either cannot find an open period on a CEFMS table or the VIMS can not access a CEFMS table obtain the period information.
User Action: Call local VIMS administrator.
D.B.A. Action: Verify there is an open period on the CEFMS table containing period data and the user has access to query that table.

*** ERROR - Trip corrupted. Delete failed - Notify local VIMS support.**

Cause: There was an error in processing the trip adjustments through CEFMS and parts of the trip may not have been successfully deleted.
User Action: Call local VIMS administrator.
D.B.A. Action: Check TRIP and VEHICLE tables for records in error status or where dates and meters do not match. Verify VIMS trips with CEFMS data to verify which trips or parts of trips were actually adjusted through CEFMS. Both TRIP and VEHICLE tables may need corrections to data in some fields and additional transactions may need to be sent to CEFMS to match with trip data.

*** ERROR - Delete failed. Notify local VIMS support.**

Cause: There was an error during CEFMS processing which prevented the delete.

User Action: It is possible that the purchase request and line item number used to charge the trip to is no longer active. Verify the purchase request number through the [Verify Purchase Request Information] option on the VIMS Main Menu or call the local VIMS administrator.

D.B.A. Action: Verify the purchase request information used for the delete is still active in CEFMS. (CEFMS may have changed the form that VIMS calls to make the adjustment. Notify the VIMS point of contact at HQUSACE if this is suspected.)

*** ERROR - Unable to adjust UOM 1 - Notify local VIMS support.**

Cause: The trip requires two charges be sent to CEFMS but due to an error with the sending the second charge an attempt was made to back-out the first charge from CEFMS and the attempt failed.

User Action: Call local VIMS support.

D.B.A. Action: Check TRIP and VEHICLE tables for records in error status or where dates and meters do not match. Verify VIMS trips with CEFMS data to verify which trips or parts of trips were actually adjusted through CEFMS. Both TRIP and VEHICLE tables may need corrections to data in some fields and additional transactions may need to be sent to CEFMS to match with trip data.

*** ERROR - Unable to send UOM 1 usage to CEFMS.**

Cause: The trip requires two charges be sent to CEFMS but there was an error sending the first charge to CEFMS.

User Action: Try adding the trip again later or call the local VIMS administrator.

D.B.A. Action: None with the exception of checking VEHICLE and TRIP tables to be sure dates and meters match if this error occurs several times. (CEFMS may have changed the form that VIMS calls to make the adjustment. Notify the VIMS point of contact at HQUSACE if this is suspected.)

*** ERROR-Trip and inventory meter conflict. Notify local VIMS support.**

Cause: The current meter reading in the VEHICLE table does not match the maximum end meter reading for this vehicle in the TRIP table.

User Action: Call local VIMS support.

D.B.A. Action: Check TRIP and VEHICLE tables for records in error status or where dates and meters do not match. Verify VIMS trips with CEFMS data to verify which trips or parts of trips were actually adjusted through CEFMS. Both TRIP and VEHICLE tables may need corrections to data in some fields and additional transactions may need to be sent to CEFMS to match with trip data.

*** ERROR-Trip and inventory dates conflict. Notify local VIMS support.**

Cause: The last transaction date in the VEHICLE table does not match the maximum end date for this vehicle in the TRIP table.

User Action: Call local VIMS support.

D.B.A. Action: Check TRIP and VEHICLE tables for records in error status or where dates and meters do not match. Verify VIMS trips with CEFMS data to verify which trips or parts of trips were actually adjusted through CEFMS. Both TRIP and VEHICLE tables may need corrections to data in some fields and additional transactions may need to be sent to CEFMS to match with trip data.

*** ERROR - Unable to send UOM 2 usage to CEFMS.**

Cause: The trip requires two charges be sent to CEFMS. The first charge to be sent to CEFMS was successful but there was an error while sending the second charge to CEFMS.

User Action: Call local VIMS support.

D.B.A. Action: Check TRIP and VEHICLE tables for records in error status or where dates and meters do not match. Verify VIMS trips with CEFMS data to verify which trips or parts of trips were actually adjusted through CEFMS. Both TRIP and VEHICLE tables may need corrections to data in some fields and additional transactions may need to be sent to CEFMS to match with trip data.

*** ERROR - Unable to access VEHICLE table. Notify local VIMS support.**

Cause: User does not have access to the vehicle inventory table or the table is not on the database.
User Action: Call local VIMS administrator.
D.B.A. Action: Verify VIMS VEHICLE table is in the database and the user has permissions to access it.

*** ERROR - Unable to retrieve data from CEFMS.**

Cause: User is unable to query CEFMS tables containing purchase request and work item data.
User Action: Call local VIMS administrator.
D.B.A. Action: Verify purchase request and work item tables are in CEFMS and the user has permissions to query them.

VIMS OPERATION
VERIFY PURCHASE REQUEST INFORMATION

VERIFY PURCHASE REQUEST INFORMATION

When [Verify Purchase Request Information] is selected from the VIMS Main Menu, the Verify Purchase Request Information query screen, shown below, will be displayed. The user may verify the accuracy of information from a customer by using the purchase request number supplied. The Verify Purchase Request Information option allows the user to verify, but not reserve, sufficient resources are available for issue.

v2.0.1 VERIFY PURCHASE REQUEST INFORMATION V4

Org Code	Purchase Request Number	Work Item	Line	Rate Code	Available Quantity	Resource Code
M4M0100	1XDE0961768416	011240	1	DY	36	CSEDANS
M4M0100	1XDE0961768416	011240	2	MI	4935	CSEDANS
M4M0100	1XDE0972259263	011240	1	DY		CSEDANS

Press <ENTER QUERY> to verify another PRM or <EXIT> to exit.

Enter a purchase request number.

Count: *3 <Replace>

1 2 3 4 5 6 7 8 9 10 CURSOR Alt-F10 Exit

The cursor will be placed in the Purchase Request Number field. The user may enter the WI Code, Purchase Request number, Line item number, Rate Code and Resource Code. However, the only mandatory field is the Purchase Request number. After entering all information to query press *Execute Query*.

VIMS OPERATION VERIFY PURCHASE REQUEST INFORMATION

For example, if the user wanted to query on the purchase request number '1XDE0961768416' they would enter this number in the Purchase Request field and press *Execute Query*. The information associated with the Purchase Request Number would be retrieved and displayed, similar to the screen shown below.

NOTE: If the information queried does not exist in the database the message "Query caused no records to be retrieved. Re-enter." will be displayed on the screen in the help field.

v2.0.1		VERIFY PURCHASE REQUEST INFORMATION				V4	
Org Code	Purchase Request Number	Work Item	Line	Rate Code	Available Quantity	Resource Code	
M4MD100	1XDE0961768416	011240	1	DY	36	CSEDANS	
M4MD100	1XDE0961768416	011240	2	MI	4935	CSEDANS	
M4MD100	1XDE0972259263	011240	1	DY		CSEDANS	
Press <ENTER QUERY> to verify another PRN or <EXIT> to exit.							
Enter a purchase request number.							
Count: *3							
<Replace>							
1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
CURSOR						Alt-F10 Exit	

The following fields will be retrieved/displayed based on the information used to query.

ORG CODE. Displayed is the organizational code associated with the purchase request number information entered to query.

VIMS OPERATION
VERIFY PURCHASE REQUEST INFORMATION

PURCHASE REQUEST. Displayed is the PURCHASE REQUEST number used to query the database.

WI CODE. Displayed is the Work Item CODE associated with the information entered to query.

LINE. Displayed is the purchase request LINE item number(s) associated with the information entered to query.

RATE. Displayed is the RATE code associated with the information entered to query. The RATE code indicates the unit of measure.

AVAILABLE QTY. Displayed is the AVAILABLE QTY associated with the information entered to query.

RESOURCE CODE. Displayed is the RESOURCE CODE associated with the line item number.

Press *Clear Form* to erase the displayed information from the screen. To enter another query press *Enter Query* and enter the new query information. Press *Exit* to leave the Verify Purchase Request Information screen.

SITE SPECIFIC FORMS MENU

The Site Specific Forms Menu, shown below, allows the user to query and maintain information specific to the user's site.

Vehicle Information Management System

Site Specific Forms Menu

1. Exit VIMS
2. Previous Menu
3. Schedule
4. Location
5. Licensed Driver Information
6. Replaced Meters
7. Change a License Tag Number or a Bar Code
8. Standard Form 82

Enter your choice: 1

Application: VIMS Menu: SITE_SPEC_v <OSC><DBG> <Rep>

1 2 3 4 5 6 7 8 9 10 CURSOR Alt-F10 Exit

To choose an option, enter the option's number and press *Return*.

Option [Schedule] allows the user to query/maintain vehicle maintenance schedule information.

Option [Location] allows the user to query/maintain location codes and descriptions.

Option [Licensed Driver Information] allows the user to query/maintain licensed driver information.

Option [Replaced Meters] allows the user to query information on replaced odometers.

Option [Change a License Tag Number or a Bar Code] allows the user to query/maintain information on replaced license plate numbers or bar codes.

Option [Standard Form 82] allows the user to query/maintain SF82 data.

USER DEFINED INFORMATION
SITE SPECIFIC FORMS MENU
SCHEDULE

SCHEDULE

When [Schedule] is selected from the Site Specific Forms Menu the following screen will be displayed. The Schedule option allows the user to query/maintain vehicle maintenance schedule information.

Maintenance Code	Schedule Type	Miles	Days
A	A	10000	365
A	B	5000	180
A	C	3000	120
B	A	12000	365
B	B	6000	180
B	C	3000	120
C	C	3500	90

Enter the Maintenance Code.
Count: *7
1 2 3 4 5 6 7 8 9 10 11 CURSOR Alt-F10 Exit

To query for a Maintenance Code:

Press *Enter Query*, enter the Maintenance Code to find then press *Execute Query*.

Press *Exit* when done querying to return to the Site Specific Forms Menu.

SCHEDULE

To enter a new Maintenance Code/Schedule Type:

Enter the data on the first available blank line or press *Insert Record* to create a blank line for the new data.

Enter the information needed in the following fields for each new Maintenance Code/Schedule Type.

MAINTENANCE CODE. Enter any character from A to Z then press *Next Field*. Each MAINTENANCE CODE can have up to 3 SCHEDULE TYPES.

SCHEDULE TYPE. Valid SCHEDULE TYPES are 'A'-annual, 'B'-service, and 'C'-lube. All three are not required for each MAINTENANCE CODE. Enter the SCHEDULE TYPE and press *Next Field*.

MILES. Enter the number of miles or kilometers before service for the SCHEDULE TYPE and press *Next Field*.

DAYS. Enter the number of days before service for the SCHEDULE TYPE.

Press *Commit* to save the information entered to the database. A message similar to the following will be displayed:

"Transaction Complete -- 2 records posted and committed."

Press *Exit* when done to return to the Site Specific Forms Menu.

LOCATION

When [Location] is selected from the Site Specific Forms Menu the following screen will be displayed. The Location option allows the user to query/maintain location codes and descriptions.

v2.0.1 LOCATION U9

Location Code	Description
001	CEFMSLAND
002	TACLAND
003	CORPSLAND

Enter a description for the Location.
Count: *6 <Replace>

1 2 3 4 5 6 7 8 9 10 11 CURSOR Alt-F10 Exit

To query for a Location Code:

Press *Enter Query*, enter the Location Code to find then press *Execute Query*.

Press *Exit* when done querying to return to the Site Specific Forms Menu.

USER DEFINED INFORMATION
SITE SPECIFIC FORMS MENU
LOCATION

To enter a new Location Code:

Enter the data on the first available blank line or press *Insert Record* to create a blank line for the new data.

Enter the information needed in the following fields for each new Location Code.

LOCATION CODE. Enter any unique combination of alpha-numeric characters and press *Next Field*. The LOCATION CODE should be 3 characters in length. DO NOT use 'ALL' for a LOCATION CODE.

DESCRIPTION. Enter a DESCRIPTION of the LOCATION CODE, maximum length is 14 characters. Field offices, project sites, etc... are suggested.

Press *Commit* to save the information entered to the database. A message similar to the following will be displayed:

"Transaction Complete -- 1 records posted and committed."

Press *Exit* when done to return to the Site Specific Forms Menu.

LICENSED DRIVER INFORMATION

When [Licensed Driver Information] is selected from the Site Specific Forms Menu the following screen will be displayed. The Licensed Driver Information option allows the user to query/maintain licensed driver information.

LICENSED DRIVER INFORMATION					U6
Last Name	First Name	MI	Office Symbol	Expire Date	Last DDC
ABLES	CARRIE	L	CESWF-EU-L		07-APR-1997
ABUCEJO	ROSITA	M	CESWF-RM-FD		09-APR-1997
ACOSTA	RAFAEL	H	CESWF-AO-W		08-APR-1997
ADAMS	ESTELLA	R	CESWF-EU-M		12-MAY-1997
ADAMS	ROBERT	G	CESWF-OD-LR		12-MAY-1997
ADAMSON	RICHARD	F	CESWF-EU-L		07-APR-1997
ADCOCK	C EDWARD		CESWF-EC-D		27-MAR-1997
ADELL	PATRICK	A	CESWF-EC-DM		28-MAR-1997
AHRENS	JUNE	A	CESWF-RE-MD		05-JUN-1996
AIELLO	ERIN	M	CESWF-AO-C		03-OCT-1995
AJEMIAN	GREGORY	M	CESWF-EC-TP		28-MAR-1997
AJEMIAN	KATRINA	M	CESWF-PM-J		28-MAR-1997
ALEXANDER	EDGAR	E	CESWF-EC-SQ		13-MAR-1997
ALEXANDER	JANICE	E	CESWF-EU-L		07-APR-1997
ALFORD	JOHN	B	CESWF-OD-LP/SUMMER		19-MAY-1997
ALFORD	WARENE	D	CESWF-EC-D		17-AUG-1995
ALGER	E TERRY		CESWF-RM-FE		05-JUN-1996
ALLEN	ESTA	L	CESWF-IM-C		15-FEB-1994

Enter the last name of the driver.
Count: 18 v <Replace>

To query for a Driver:

Press *Enter Query*, enter the Last Name of the driver to find then press *Execute Query*.

Press *Exit* when done querying to return to the Site Specific Forms Menu.

USER DEFINED INFORMATION
SITE SPECIFIC FORMS MENU
LICENSED DRIVER INFORMATION

To enter a new Driver:

Enter the data on the first available blank line or press *Insert Record* to create a blank line for the new data.

Enter the information needed in the following fields for each new Driver.

LAST NAME. Enter the LAST NAME of the driver, maximum length is 20 characters and press *Next Field*.

FIRST NAME. Enter the FIRST NAME of the driver, maximum length is 11 characters and press *Next Field*.

MI. Enter the Middle Initial of the driver and press *Next Field*.

OFFICE SYMBOL. Enter the driver's OFFICE SYMBOL and press *Next Field*.

EXPIRE DT. Enter the expiration date of the driver's license in the format (DD-MON-YR) and press *Next Field*.

LAST DDC. Enter the date of the driver's last Defensive Driving Course in the format (DD-MON-YR).

Press *Commit* to save the information entered to the database. A message similar to the following will be displayed:

"Transaction Complete -- 1 records posted and committed."

Press *Exit* when done to return to the Site Specific Forms Menu.

REPLACED METERS

When [Replaced Meters] is selected from the Site Specific Forms Menu the following screen is displayed. This option allows query of information on replaced odometers.

The screenshot shows a terminal window titled "REPLACED METERS" with a cursor icon in the top right corner. The main content is a table with three columns: "Tag Number", "Mileage", and "Date". The table contains four rows of data. The first row is highlighted with a red background. Below the table, there is a red status bar with the text "Enter a valid TAG NUMBER." and "Count: *4". At the bottom of the screen, there is a black bar with a numeric keypad (1-10), a "CURSOR" label, and "Alt-F10 Exit" instructions.

Tag Number	Mileage	Date
CE12345	356	20-May-1997
CE9112	40	15-Nov-1996
CE9113		12-Sep-1993
G10-12345	18	02-Dec-1998

Enter a valid TAG NUMBER.
Count: *4

1 2 3 4 5 6 7 8 9 10 CURSOR Alt-F10 Exit

To query for a replaced odometer:

Press *Enter Query*, enter the TAG NUMBER to find then press *Execute Query*.

Information will be displayed in the following fields for each replaced odometer.

TAG NUMBER. Displayed is the TAG NUMBER of the vehicle whose odometer was replaced.

MILEAGE. Displayed is the MILEAGE of the vehicle at the time the odometer was replaced.

DATE. Displayed is the DATE when the odometer was replaced in the format (DD-MON-YR).

Press *Exit* when done querying to return to the Site Specific Forms Menu.

USER DEFINED INFORMATION
SITE SPECIFIC FORMS MENU
CHANGE A LICENSE TAG NUMBER OR A BAR CODE

CHANGE A LICENSE TAG NUMBER OR A BAR CODE

When [Change a License Tag Number or a Bar Code] is selected from the Site Specific Forms Menu the following screen will be displayed. The Change a Tag Number option allows the user to query/ maintain information on replaced license plate numbers or bar codes. NOTE: **CAN NOT** use this form to change from a Corps (CE) tag to a GSA (G) tag.

CHANGE A LICENSE TAG OR A BAR CODE U7

Old Tag Number New Tag Number

Old Bar Code New Bar Code

Change Date

OR

FRM-40301: Query caused no records to be retrieved. Re-enter.
Count: *0 ENTER QUERY <Replace>
1 2 3 4 5 6 7 8 9 10 CURSOR Alt-F10 Exit

To query a specific change:

Press *Enter Query*, enter the information to be used in the query (Old Tag Number or Old Bar Code) then press *Execute Query*.

Press *Exit* when done querying to return to the Site Specific Forms Menu

USER DEFINED INFORMATION
SITE SPECIFIC FORMS MENU
CHANGE A LICENSE TAG NUMBER OR A BAR CODE

To enter a tag number change:

Enter the data on the first available blank line or press *Insert Record* to clear the new form.

Enter the information needed in the following fields for each tag number change.

OLD TAG NUMBER. Enter the OLD TAG NUMBER of the vehicle whose license plate number is being changed and press *Enter*.

NEW TAG NUMBER. Enter the NEW TAG NUMBER of the vehicle whose license plate number is being changed.

CHANGE DATE. Displayed is the DATE the TAG NUMBER of the vehicle was changed.

To enter a bar code change:

Enter the data on the first available blank line or press *Insert Record* to clear the new form.

Enter the information needed in the following fields for each bar code change.

OLD BAR CODE. Enter the OLD BAR CODE of the vehicle whose license plate number is being changed and press *Enter*.

NEW BAR CODE. Enter the NEW BAR CODE of the vehicle whose license plate number is being changed.

CHANGE DATE. Displayed is the DATE the BAR CODE of the vehicle was changed.

Press *Commit* to save the new information entered to the database. Once the change has successfully updated all appropriate database records a message similar to the following will be displayed:

"Transaction Complete -- 1 records posted and committed."

Press *Exit* when done to return to the Site Specific Forms Menu

USER DEFINED INFORMATION
SITE SPECIFIC FORMS MENU
CHANGE A LICENSE TAG NUMBER OR A BAR CODE

SERIOUS ERROR MESSAGES

*** ERROR - Can not update VEHICLE record with new bar code.**

Cause: Could not access the VEHICLE table to update the VEHICLE inventory record with the new bar code.

User Action: Call local VIMS administrator.

D.B.A. Action: Verify VEHICLE table is in the VIMS database and the user has permissions to update it.

*** ERROR - Can not update METER records with new tag number.**

Cause: Could not access the METER table to update the METER records with the new tag number.

User Action: Call local VIMS administrator.

D.B.A. Action: Verify METER table is in the VIMS database and the user has permissions to update it.

*** ERROR - Can not update TRIP records with new tag number.**

Cause: Could not access the TRIP table to update the TRIP records with the new tag number.

User Action: Call local VIMS administrator.

D.B.A. Action: Verify TRIP table is in the VIMS database and the user has permissions to update it.

*** ERROR - Can not update VEHICLE records with new tag number.**

Cause: Could not access the VEHICLE table to update the VEHICLE records with the new tag number.

User Action: Call local VIMS administrator.

D.B.A. Action: Verify VEHICLE table is in the VIMS database and the user has permissions to update it.

USER DEFINED INFORMATION
SITE SPECIFIC FORMS MENU
CHANGE A LICENSE TAG NUMBER OR A BAR CODE

*** ERROR - Can not update DISP_VEH record with new tag number.**

Cause: Could not access the VIMS DISP_VEH table to update the records with the new tag number.

User Action: Call local VIMS administrator.

D.B.A. Action: Verify DISP_VEH table is in the VIMS database and the user has permissions to update it.

*** ERROR - Can not update DISP_VEH record with new bar code.**

Cause: Could not access the DISP_VEH table to update the records with the new bar code.

User Action: Call local VIMS administrator.

D.B.A. Action: Verify DISP_VEH table is in the VIMS database and the user has permissions to update it.

*** ERROR - Can not update PRIOR_FY_UTIL record with new tag number.**

Cause: Could not access the PRIOR_FY_UTIL table to update the records with the new tag number.

User Action: Call local VIMS administrator.

D.B.A. Action: Verify PRIOR_FY_UTIL table is in the VIMS database and the user has permissions to update it.

USER DEFINED INFORMATION
SITE SPECIFIC FORMS MENU
STANDARD FORM 82 (SF82)

STANDARD FORM 82 (SF82)

When [Standard Form 82] is selected from the Site Specific Forms Menu the following screen will be displayed. The Standard Form 82 option allows the user to query/maintain information used in the Agency Report of Motor Vehicle Data required by Headquarters at the end of each fiscal year.

NOTE: This option will not generate a completed SF82 because some of the information, such as maintenance and GSA lease costs, is not currently available in VIMS. However, when the user enters data into the blank detail fields the form will automatically calculate totals and percentages.

v.1.0.0	U13
AGENCY REPORT OF MOTOR VEHICLE DATA Standard Form 82	
VIMS current fiscal year 1996	
SF82 data available from 1995 to 1995	
Start a Query for fiscal year	
Create 1996 SF82 data? N	
Enter parameter for Query or Create option then press <Commit> or press <Exit> to return to the menu.	
Enter a fiscal year for the query. Example: 1995 or % for all years. Count: *0	
<Replace>	

The initial screen (V13) gives the user the choice of starting a query or creating a new SF82 record. A series of SF82 detail screens (V14) is displayed after the user chooses to query or create. Queries or updates to the SF82 data can be done in the detail screens.

USER DEFINED INFORMATION
SITE SPECIFIC FORMS MENU

STANDARD FORM 82 (SF82)

The current VIMS fiscal year setting and the range of years for existing SF82 records are displayed on the initial screen (V13).

To start a query from the initial screen (V13):

Enter the desired fiscal year or a '%' for all years and press *Commit*.

A series of seven screens each for Civil and Military data types will be available for viewing. The data type and fiscal year will be displayed in the upper left corner of each screen.

To create an SF82 record from the initial screen (V13):

Enter a Y at the end of the 'Create ____ SF82 data?' line and press *Commit*.

An SF82 record will be created if all vehicles have fully reported for the fiscal year displayed.

NOTE: All vehicles not marked as disposed must have reported to the end of the fiscal year. Disposed vehicles must have reported up to the disposal date.

After the record is created, the user will be placed in the first SF82 screen (V14.1) and may view or modify the record.

To exit the initial screen (V13):

Press *Exit* to return to the Site Specific Forms Menu.

USER DEFINED INFORMATION
SITE SPECIFIC FORMS MENU

STANDARD FORM 82 (SF82)

The following screen is displayed after successfully querying or creating a record.

v1.0.0	AGENCY REPORT OF MOTOR VEHICLE DATA (SF82)				V14.1
FY	Passenger Vehicles				
Section I Parts A and B Owned and Leased	Total	Automobiles Sedans	Station Wagons	Ambulances	Buses
Vehicles Prior FY					
Acquisitions					
Disposals					
Vehicles on Hand					
Number of Leases					
Cost of Leases					
<div style="display: flex; justify-content: space-between; padding: 5px;"> <ENTER QUERY> to start query <NEXT BLOCK> for more on this record </div> <div style="display: flex; justify-content: space-between; padding: 5px;"> <SHOW KEYS>(F8) to display key list <NEXT RECORD> for next FY or Type </div>					

Six additional screens complete the SF82. A description of each screen is available later in this chapter.

NOTE: The descriptions and instructions in this VIMS manual for the SF82 line entries may not be the most current or complete. In addition to this manual, please refer to the instructions and charts on the actual Agency Report of Motor Vehicle Data (Standard Form 82) when preparing this annual report.

USER DEFINED INFORMATION
SITE SPECIFIC FORMS MENU
STANDARD FORM 82 (SF82)

Listed below are the VIMS screen numbers and the related sections of the SF82 report.

<u>VIMS</u> <u>Screen</u>	<u>SF82</u> <u>Section and Part</u>	<u>SF82</u> <u>Data Category</u>	<u>SF82</u> <u>Vehicle Classification</u>
V14.1	Section I Parts A - B	Inventory	Passenger Vehicles
V14.2	Section I Parts A - B	Inventory	Trucks and Truck Tractors
V14.3	Section II Part A	Costs	Passenger Vehicles
V14.4	Section II Part A	Costs	Trucks and Truck Tractors
V14.5	Section II Part B	Utilization	Passenger Vehicles
V14.6	Section II Part B	Utilization	Trucks and Truck Tractors
V14.7	Section III	Sedan/Station Wagon Inventory Data by Vehicle Class	

To query while viewing one of the SF82 screens (V14):

Press *Enter Query*, enter a fiscal year, and press *Execute Query*.

To update an existing SF82 record (screens V13 or V14):

Query for the year to be updated. Navigate to the appropriate screen and enter or change the field data. Column and row totals will automatically be recalculated.

To exit an SF82 screen (V14):

Press *Exit* to return to the initial screen (V13). Press *Exit* again to return to the Site Specific Forms Menu.

Navigation Keys:

Press *Next Block* for the next screen belonging to that fiscal year and data type.
Press *Previous Block* for the previous screen pertaining to that fiscal year and data type.
Press *Next Record* to change to the next data type or fiscal year.

USER DEFINED INFORMATION
SITE SPECIFIC FORMS MENU
STANDARD FORM 82 (SF82)

v1.0.0		AGENCY REPORT OF MOTOR VEHICLE DATA (SF82)			V14.1	
FY		Passenger Vehicles				
Section I Parts A and B Owned and Leased	Total	Automobiles Sedans	Station Wagons	Ambulances	Buses	
Vehicles Prior FY						
Acquisitions						
Disposals						
Vehicles on Hand						
Number of Leases						
Cost of Leases						
<p><ENTER QUERY> to start query <NEXT BLOCK> for more on this record <SHOW KEYS>(F8) to display key list <NEXT RECORD> for next FY or Type</p>						

Screens V14.1 and V14.2 contain inventory information by vehicle SF82 category.

Vehicles Prior FY. The number of vehicles available for use or in storage as of October 1 of the reporting fiscal year.

Acquisitions. The number of vehicles actually received from whatever source during the fiscal year.

Disposals. The number of vehicles removed from service for disposal by whatever means during the fiscal year.

Vehicles on Hand. The number of vehicles available for use or in storage as of September 30 of the reporting fiscal year.

USER DEFINED INFORMATION
 SITE SPECIFIC FORMS MENU
 STANDARD FORM 82 (SF82)

v1.0.0		SF82		v14.2	
FY		Trucks and Truck Tractors by Gross Vehicle Weight (GVWR)			
Section I Parts A and B Owned and Leased	8500 LBS OR UNDER		8501 TO 23999 LBS	24000 LBS OR OVER	SPECIAL USE
	4 X 2	4 X 4			
Vehicles Prior FY					
Acquisitions					
Disposals					
Vehicles on Hand					
Number of Leases					
Cost of Leases					

Number of Leases. The number of vehicles commercially leased vehicles during the fiscal year.

Cost of Leases. The total annual cost of commercial leases

USER DEFINED INFORMATION
SITE SPECIFIC FORMS MENU
STANDARD FORM 82 (SF82)

v1.0.0		SF82				V14.3	
FY		Passenger Vehicles					
Section II Part A		Total	Automobiles Sedans	Station Wagons	Ambulances	Buses	
Direct Oper. Cost							
Direct Maintenance Costs	Govt						
	Comm						
Total Direct Cost							
Total Indirect							
Total Cost							

Screens 14.3 and 14.4 contain cost information by vehicle SF82 category.

Direct Oper Cost. All operations costs attributable to specific vehicle types.

Direct Maintenance Costs - Govt. All maintenance costs for work accomplished by any Government agency's maintenance facility which can be attributed to specific Agency-owned vehicles.

Direct Maintenance Costs - Comm. All maintenance costs for work accomplished by commercial contract facilities which can be attributed to specific vehicles.

Total Direct Cost. The total direct cost to operate and maintain Agency-owned vehicles. (Direct Operations Cost + Direct Maintenance Cost = Total Direct Cost)

USER DEFINED INFORMATION
 SITE SPECIFIC FORMS MENU
 STANDARD FORM 82 (SF82)

v1.0.0		SF82				V14.4
FY		Truck and Truck Tractors by Gross Vehicle Weight (GVWR)				
Section II Part A		8500 LBS or UNDER 4 X 2 4 X 4		8501 TO 23,999 LBS	24,000 LBS OR OVER	SPECIAL USE
Direct Oper. Cost						
Direct Maintenance Cost	Govt					
	Comm					
Total Direct Cost						
Total Indirect						
Total Cost						

Total Indirect. All costs not readily identifiable to specific vehicles.

Total Cost. The total cost to operate and maintain Agency-owned vehicles. (Total Direct Cost + Total Indirect Cost = Total Cost)

USER DEFINED INFORMATION
 SITE SPECIFIC FORMS MENU
 STANDARD FORM 82 (SF82)

v1.0.0		SF82			V14.5	
FY		Passenger Vehicles				
Section II Part B	Total (* Average)	Automobiles Sedans	Station Wagons	Ambulances	Buses	
Avg In-Use Inventory						
Miles Operated						
Gallons of Fuel						
Miles Per Gallon*						
Cost Per Mile *						

Screens 14.5 and 14.6 contain utilization information by vehicle SF82 category.

Avg. In-Use inventory. Identifies those vehicles in normal use. (Add the number of vehicles on hand at the beginning and at the end of the fiscal year and divide by 2)

Miles Operated. The number of miles operated by Agency-owned vehicles for the fiscal year.

Gallons of Fuel. The number of gallons of petroleum-based fuel consumed by Agency-owned vehicles for the fiscal year.

Miles Per Gallon. The average number of miles driven on one gallon of fuel. (Miles Operated divided by Gallons of Fuel)

USER DEFINED INFORMATION
 SITE SPECIFIC FORMS MENU
 STANDARD FORM 82 (SF82)

v1.0.0		SF82		U14.6	
FY		Trucks and Truck Tractors By Gross Vehicle Weight (GVWR)			
Section II Part B	8500 LBS OR UNDER 4 X 2 4 X 4		8501 TO 23999 LBS	24000 LBS OR OVER	SPECIAL USE
Avg In Use Inventory					
Miles Operated					
Gallons of Fuel					
Miles Per Gallon					
Cost Per Mile					

Cost Per Mile. The average cost per mile to operate the vehicles. (Total Cost divided by Miles Operated)

USER DEFINED INFORMATION
 SITE SPECIFIC FORMS MENU
 STANDARD FORM 82 (SF82)

v1.0.0	SF82				V14.7
FY	Sedan/Station Wagon Inventory Data				
Section III	Sedans		Station Wagons		
Vehicle Class	Owned	Leased	Owned	Leased	
SUBCOMPACT I/B					
COMPACT II					
MIDSIZE III					
LARGE IV					
Total >>					

Screen 14.7 contains sedan and station wagon inventory information.

The information displayed is a break down of the total number of Agency-owned and commercially leased vehicles by vehicle class.

REPORTS MENU

The Reports Menu, shown below, allows users to print reports about vehicle inventory, utilization, or trip ticket information. Reports will be based on data for the users designated location.

Vehicle Information Management System

Reports Menu

1. Exit VIMS
2. Previous Menu
3. Vehicle Inventory
4. Trip Report
5. Trips for One Tag Number
6. Licensed Drivers
7. Vehicles not Reporting
8. Utilization for Current Fiscal Year
9. Utilization for Fiscal Quarter
10. Utilization Exceptions

Enter your choice: 1

Application: VIMS Menu: REPORT_MENU <OSC><DBG> <Rep>

1 2 3 4 5 6 7 8 9 10 CURSOR Alt-F10 Exit

To choose an option, enter the option's number and press *Return*.

Some reports require the user to input specific parameters before they can be printed.

REPORTS PRINT PROMPT

After the user chooses which report they wish to run and enters any required parameters the following message will be displayed:

"Processing.....Please Wait"

After the report has been generated the following basic print prompt will be displayed:

Printer Site Options

- 1 Cancel printing**
- 2 Send to file /(path and file name)**
- 3 Local line printer**
- 4 Local laser printer - HP Laserjet**
- 5 Default high speed line printer**

Enter one option number:

Selecting option [Cancel printing] displays the following message:

"Canceling print process... Press <ENTER> to continue"

Press *Enter* to return to the VIMS Reports Menu.

Selecting option [Send to file] displays the following message:

**"Sending to file /(path and file name here)
Press <ENTER> to continue..."**

The report will be sent to a file in the user's home directory. Press *Enter* to return to the VIMS Reports Menu.

Selecting option [Local line printer] displays the following message:

**"Make sure your printer is ready -
Use wide paper or a condensed pitch setting.
Press <ENTER> to continue..."**

Users should make sure their printer contains wide paper or that they have adjusted the pitch to condensed mode. Press *Enter* to print the report and return to the VIMS Reports Menu.

Selecting option [Local laser printer - HP LaserJet] displays the following message:

**"Make sure your printer is ready -
Press <ENTER> to continue..."**

Users should make sure their printer is online and has been loaded with paper. Press *Enter* to print the report and return to the VIMS Reports Menu.

Selecting option [Default high speed line printer] display the following message:

"Printing Report"

The user will then be returned to the VIMS Reports Menu.

The following pages contain examples of all VIMS reports.

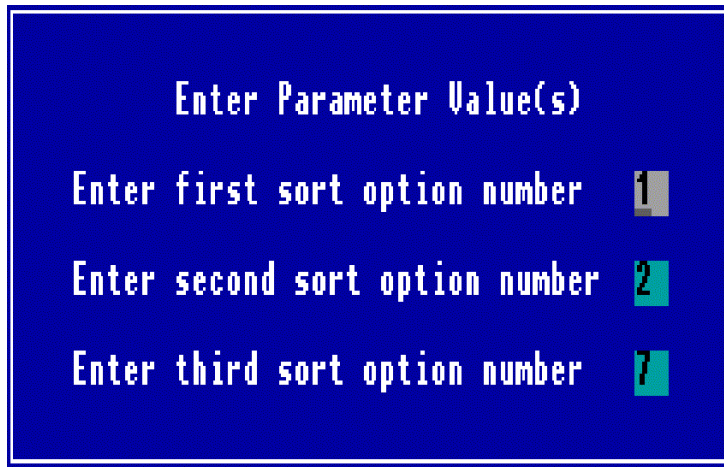
VEHICLE INVENTORY

Description of Report - This report allows the user to generate a report of all vehicles. The report contains information such as tag number, bar code, type, sub-type, make, model, year, resource code, serial number, location, last transaction date, current meter reading, fiscal year miles, and vehicle status.

When to run the Report - This report may be run at any time.

How to run the Report -

1. Load paper into the printer.
2. Make sure the printer is online.
3. Select option [Reports Menu] from the VIMS Main Menu.
4. Select option [Vehicle Inventory] from the VIMS Reports Menu.
5. Selecting option [Vehicle Inventory] displays the following prompt:



The screenshot shows a blue terminal window with white text. At the top, it says "Enter Parameter Value(s)". Below this, there are three lines of text, each followed by a small green box containing a number. The first line is "Enter first sort option number" followed by "1". The second line is "Enter second sort option number" followed by "2". The third line is "Enter third sort option number" followed by "7".

6. Displayed are the default sort options for the report. The user may change one or all of these values but these values must be unique. If duplicates are entered the following error message will be displayed:

**"Duplicate or invalid sort fields chosen
Canceling report
Press <ENTER> to continue....."**

REPORTS VEHICLE INVENTORY

After the user presses *Enter* they will be returned to the VIMS Report Menu. However, if invalid option numbers are entered the default options will be used to print the report.

Listed below are the numerical values associated with the data field to be sorted.

1 Tag Number	7 Resource Code
2 Bar Code	8 Serial Number
3 Type	9 Location
4 Sub Type	10 Last Trip End Date
5 Make	11 Current Meter Reading
6 Model Year	12 Fiscal Year Miles
	13 Vehicle Status

7. Enter the numerical value associated with the desired sort options and press *Enter*.
8. Select the type of printer to use from the Printer Site Options Menu and press *Enter*. See the Print Prompt section earlier in this chapter for specifics on choosing a print option.
9. The report will be printed on the selected printer.
10. When the report is complete the user will be returned to the VIMS Main Menu.

NOTE: The example report is sorted using the default options.

REPORTS VEHICLE INVENTORY

Wed Mar 30

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VEHICLE INVENTORY

Tag Number	Bar Code	Sub Type	Type	Make	Model	Resource Code	Serial Number	Loc	Location	Last Trip End Date	Current Meter	FY Miles	Status
CE03421	03421	C	R	FORD	1993	CSTAWAGON	VIN4342252XX342YX	002	FIELD OFFICE 1	30-NOV-93	01564	01538	A
CE34322	34322	M	P	FORD	1993	CSTAWAGON	VIN343430XXX33222	002	FIELD OFFICE 1	15-MAR-94	01794	01779	A
CE34356	34356	C	R	FORD	1993	CSEDANS	VIN33443434XS2343	001	DISTRICT OFFC	24-MAR-94	02400	02395	A
CE35215	35215	C	P	CHEVROLET	1993	CTRUCK-GP3	VIN3434234XXX2200	001	DISTRICT OFFC	28-FEB-94	01147	01137	A
CE43253	43253	C	R	CHEVROLET	1993	CSEDANS	VIN432530000000000	002	FIELD OFFICE 1	15-MAR-94	03704	03689	A
G109999	87900	C	R	CHEVROLET	1989	GSEDANS	GSA000000000000000	001	DISTRICT OFFC	11-JAN-94	21000	21000	A
G103456	12346	C	R	FORD	1993	GSTAWAGON	NONE	002	FIELD OFFICE 1	12-JAN-94	12365	12365	A
VGB 119	12456	C	R	FORD	1994	LSEDANS	AVIS1-000000000000000	002	FIELD OFFICE 1	04-FEB-94	00245	00245	A

TRIP REPORT

Description of Report - This report allows the user to generate a report, sorted by tag number, of all active trip tickets. The report contains information such as tag number, ending date, meter reading, miles, and hours, the number of days total, used, maintenance, storage, non-work, and not used, the gallons gasoline, and the purchase request numbers, line numbers and unit of measures for each trip.

When to run the Report - This report may be run at any time.

How to run the Report -

1. Load paper into the printer.
2. Make sure the printer is online.
3. Select option [Reports Menu] from the VIMS Main Menu.
4. Select option [Trip Report] from the VIMS Reports Menu.
5. Select the type of printer to use from the Printer Site Options Menu and press *Enter*. See the Print Prompt section earlier in this chapter for specifics on choosing a print option.
6. The report will be printed on the selected printer.
7. When the report is complete the user will be returned to the VIMS Main Menu.

REPORTS TRIP REPORT

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Tag Number	End Date	End Meter	Total Miles	Hrs	Days	Days Used	Days Maint	Days Storage	Trip Report		Gas	Purchase Request Number	Line No.	UO	Line No.	UO
									Days Non-Work	Days Not-Used						
CE03421	30-NOV-93	1564	1538	052	16	13				03	80	W31RYO33120001			02	DY
CE34322	15-DEC-93	0437	0422	176	31	21		01		09	27					
	31-DEC-93	0608	0171	080	16	10				06	10					
	15-JAN-94	4793	0185	080	15	10				05	09					
	15-FEB-94	1032	0239	168	31	21				10	13					
	15-MAR-94	1794	0762	152	28	19				09	47					
CE34356	30-NOV-93	0217	0212	080	16	10			01	05	15	W31RYO32370009	1	DY		
	31-DEC-93	0765	0548	128	31	16		01	10	4	37	W31RYO31490006	1	DY		
	31-JAN-94	1354	0589	160	31	20				11	28	W31RYO31490006	1	DY		
	11-FEB-94	1567	0213	072	11	09				02	10	W31RYO32720005	1	DY		
	28-FEB-94	1790	0223	064	17	06		02	07	2	08	W31RYO32010011	1	DY		
	24-MAR-94	2400	0610	158	24	18				06	32	W31RYO32010011	1	DY		
CE35215	30-NOV-93	0210	0200	080	16	10		01	05		21					
	31-DEC-93	0576	0366	136	31	17			10	04	17					
	15-JAN-94	0798	0222	080	15	10				05	15					
	31-JAN-94	0845	0047	080	16	09		01	06							
	28-FEB-94	1147	0302	152	28	19				09	20					
CE43253	15-DEC-93	1002	0987	160	31	20		01	09	01	50	W31RYO31880009	1	DY	02	MI
	31-DEC-93	1279	0277	064	16	08			6	2	12	W31RYO31880009	1	DY	02	MI
	31-JAN-94	2303	1024	160	31	20				11	53	W31RYO31880009	1	DY	02	MI
	28-FEB-94	3168	0865	144	28	12		03	09	4	41	W31RYO31880009	1	DY	02	MI
	15-MAR-94	3704	0536	088	15	11				04	22	W31RYO31880009	1	DY	02	MI
GSA2WN	15-FEB-94	5710	0010	008	01	01					10	W31RYO33120003	1	DY		

TRIPS FOR ONE TAG NUMBER

Description of Report - This report allows the user to generate a report, sorted by ending date of trips, of all active trips for one vehicle. The user must enter the tag number. The report contains information such as, ending date, meter reading, miles, and hours, the number of days total, used, maintenance, storage, non-work, and not used, the gallons of gasoline used, and the purchase request numbers, line numbers and unit of measures for each trip.

When to run the Report - This report may be run at any time.

How to run the Report -

1. Load paper into the printer.
2. Make sure the printer is online.
3. Select option [Reports Menu] from the VIMS Main Menu.
4. Select option [Trips for One Tag Number] from the VIMS Reports Menu.
5. Selecting option [Trips for One Tag Number] displays the following prompt:

Enter parameter Value
Enter the tag number

6. Enter a valid vehicle tag number to print the trip report for and press *Enter*.
7. Select the type of printer to use from the Printer Site Options Menu and press *Enter*. See the Print Prompt section earlier in this chapter for specifics on choosing a print option.
8. The report will be printed on the selected printer.
8. When the report is complete the user will be returned to the VIMS Main Menu.

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TRIPS FOR ONE TAG NUMBER

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Trips for Tag Number CE43253

End Date	End Meter	Total Miles	Hrs	Days	Days Used	Days Maint	Days Storage	Days Non-Work	Days Not Used	Gas	Purchase Request Number	Line No.	UOM	No.	UOM
15-DEC-93	1002	0987	160	31	20	1		9	1	50	W31RYO31880009	1	DY	2	MI
31-DEC-93	1279	0277	064	16	8		6	2		12	W31RYO31880009	1	DY	2	MI
31-JAN-94	2303	1024	160	31	20			11		53	W31RYO31880009	1	DY	2	MI
28-FEB-94	3168	0865	144	28	12	3		9	4	41	W31RYO31880009	1	DY	2	MI
15-MAR-94	3704	0536	088	15	11		4			22	W31RYO31880009	1	DY	2	MI

LICENSED DRIVERS

Description of Report - This report allows the user to generate a report, sorted by expiration date, of all drivers. The report contains information such as the drivers name, office symbol, drivers license expiration date, and the date the driver last attended a defensive driving course.

When to run the Report - This report may be run at any time.

How to run the Report -

1. Load paper into the printer.
2. Make sure the printer is online.
3. Select option [Reports Menu] from the VIMS Main Menu.
4. Select option [Licensed Drivers] from the VIMS Reports Menu.
5. Select the type of printer to use from the Printer Site Options Menu and press *Enter*. See the Print Prompt section earlier in this chapter for specifics on choosing a print option.
6. The report will be printed on the selected printer.
6. When the report is complete the user will be returned to the VIMS Main Menu.

REPORTS LICENSED DRIVERS

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Licensed Drivers

Last	First	M	Office Symbol	Expires	License Last DDC	
JONES		JOHN	J	CEWES-IM-CD-C	01-MAY-94	15-JUN-93
DOE	MARY	A	CEWES-IM	22-SEP-96	05-MAR-94	
SMITH		BILL	W	CEWES-IM-C	15-NOV-97	01-JAN-94

VEHICLES NOT REPORTING

Description of Report - This report allows the user to generate a report, sorted by location code and license tag number, of the vehicles whose last transaction date is less than the user supplied date. The user must enter the date. The report contains information such as tag number, status, nomenclature, location description, last transaction date, and current meter reading.

When to run the Report - This report may be run at any time.

How to run the Report -

1. Load paper into the printer.
2. Make sure the printer is online.
3. Select option [Reports Menu] from the VIMS Main Menu.
4. Select option [Vehicles Not Reporting] from the VIMS Reports Menu.
5. Selecting option [Vehicles not Reporting] displays the following prompt:

Enter parameter Value(s)

Please enter the report date (01-JAN-94)

6. Enter a minimum trip reporting date to use for printing the report and press *Enter*. The date must be in the format "DD-MON-YY" including the hyphens. Vehicles which have not entered trips up to the minimum date will be chosen for the report.
7. Select the type of printer to use from the Printer Site Options Menu and press *Enter*. See the Print Prompt section earlier in this chapter for specifics on choosing a print option.
8. The report will be printed on the selected printer.
9. When the report is complete the user will be returned to the VIMS Main Menu.

REPORTS VEHICLES NOT REPORTING

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VEHICLES NOT REPORTING THROUGH 01-MAR-94

Tag Number	Status	Nomenclature	Location	Reported Last	Current Meter
CE35215 Active		TRUCK DELIV VN 2-4T 6X4	DISTRICT OFFC	28-FEB-94	01147
G109999 Active		SEDAN COMPACT 5PASS CL II	DISTRICT OFFC	11-JAN-94	21000
CE03421 Active		STATION WGN 6PASS MID 4X2	FIELD OFFICE 1	30-NOV-93	01564
VGB 119	Active	SEDAN MID 5PASS CLASS III	FIELD OFFICE 1	04-FEB-94	00245
GSA2WAGON	Active	STATION WGN 6PASS MID 4X2	FIELD OFFICE 2	15-FEB-94	05710

REPORTS
UTILIZATION FOR CURRENT FISCAL YEAR

UTILIZATION FOR CURRENT FISCAL YEAR

Description of Report - This report allows the user to generate a report, sorted by license tag number, that summarizes the vehicle usage for each vehicle for the current fiscal year. The report contains information such as tag number, start and end dates for the report, miles, hours, days used, maintenance days, storage days, non-work days, not used days, days available, gas, oil, usage percentage, and an indicator for vehicles which have not reported for the entire Fiscal Year.

When to run the Report - This report may be run at any time but will only contain trips in the current fiscal year.

How to run the Report -

1. Load paper into the printer.
2. Make sure the printer is online.
3. Select option [Reports Menu] from the VIMS Main Menu.
4. Select option [Utilization for Current Fiscal Year] from the VIMS Reports Menu.
5. Select the type of printer to use from the Printer Site Options Menu and press *Enter*. See the Print Prompt section earlier in this chapter for specifics on choosing a print option.
6. The report will be printed on the selected printer.
7. When the report is complete the user will be returned to the VIMS Main Menu.

REPORTS UTILIZATION FOR CURRENT FISCAL YEAR

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UTILIZATION FOR CURRENT FISCAL YEAR

Tag Number	Status	Start Date	End Date	Miles	Hours	Days Used	Days Maint	Days Storage	Days Non-Work	Days Idle	Days Avail	Gas	Oil	Percent Used *
CE03421 A		15-NOV-93	30-NOV-93	1,538	52	13				03	016	080	2	100.00 *
CE34322 A		15-NOV-93	15-MAR-94	1,779	656	81	01		39		081	106	4	100.00 *
CE34356 A		15-NOV-93	24-MAR-94	2,395	662	79	04		41	06	085	130	3	092.94 *
CE35215 A		15-NOV-93	28-FEB-94	1,137	528	65	02		35	04	069	073	2	094.20 *
CE43253 A		15-NOV-93	15-MAR-94	3,689	616	71	04		39	07	078	178	2	091.03 *
G109999 A														000.00 *
GSA2WAGON	A	15-FEB-94	15-FEB-94	0,010	008	01					1	010		100.00 *

* Vehicle did not report during part or all of the period.

UTILIZATION FOR FISCAL QUARTER

Description of Report - This report allows the user to generate a report, sorted by license tag number, that summarizes vehicle usage for each vehicle for one fiscal quarter. The report contains information such as tag number, start and end dates for the report, miles, hours, days used, maintenance days, storage days, non-work days, not used days, days available, gas, oil, usage percentage, and an indicator for vehicles which have not reported for the entire Fiscal Quarter.

When to run the Report - This report may be run at any time.

How to run the Report -

1. Load paper into the printer.
2. Make sure the printer is online.
3. Select option [Reports Menu] from the VIMS Main Menu.
4. Select option [Utilization for Fiscal Quarter] from the VIMS Reports Menu.
5. Selecting option [Utilization for Fiscal Quarter] displays the following prompt

Enter parameter Value(s)
Enter FY quarter

6. Enter a FY quarter to use for printing the report and press *Enter*. Valid entries for the FY quarter are: (1=Oct-Dec, 2=Jan-Mar, 3=Apr-Jun, 4=Jul-Sep)
7. Select the type of printer to use from the Printer Site Options Menu and press *Enter*. See the Print Prompt section earlier in this chapter for specifics on choosing a print option.
8. The report will be printed on the selected printer.
8. When the report is complete the user will be returned to the VIMS Main Menu.

REPORTS UTILIZATION FOR FISCAL QUARTER

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UTILIZATION FOR FISCAL QUARTER 01-JAN TO 31-MAR

Tag Number	Status	Start Date	End Date	Miles	Days Hours	Days Used	Days Maint	Days Storage	Days Non-Work	Days Idle	Avail	Gas	Oil	Percent Used*
CE34322 A		01-JAN-94	15-MAR-94	1,186	400	50	0	0	24	0	50	69	3	100.00 *
CE34356 A		01-JAN-94	24-MAR-94	1,635	454	53	2	0	26	2	55	78	2	096.36 *
CE35215 A		01-JAN-94	28-FEB-94	0,571	312	38	1	0	20	0	38	35	0	100.00 *
CE43253 A		01-JAN-94	15-MAR-94	2,425	392	43	3	0	24	4	47	116	2	091.49 *
G109999 A														000.00 *
GSA2WAGON A		15-FEB-94	15-FEB-94	0,010	8	1	0	0	0	0	1	10	0	100.00 *
VGB 119 A														000.00 *

* Vehicle did not report during part or all of the period.

UTILIZATION EXCEPTIONS

Description of Report - This report allows the user to generate a report that lists vehicles with usage less than the standard set for the resource code.

When to run the Report - This report may be run at any time.

How to run the Report -

1. Load paper into the printer.
2. Make sure the printer is online.
3. Select option [Reports Menu] from the VIMS Main Menu.
4. Select option [Utilization Exceptions] from the VIMS Reports Menu.
5. Select the type of printer to use from the Printer Site Options Menu and press *Enter*. See the Print Prompt section earlier in this chapter for specifics on choosing a print option.
6. The report will be printed on the selected printer.
6. When the report is complete the user will be returned to the VIMS Main Menu.

REPORTS UTILIZATION EXCEPTIONS

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MILEAGE EXCEPTIONS FOR FISCAL YEAR-TO-DATE

Tag Number	Status	Nomenclature	Start Date	Last Date	FY Miles	Goal Miles	YTD Miles	Goal YTD	% OF Goal	Known Except
C55563	A	SEDAN SUBCOMP 4PASS CL	09-AUG-94	10-AUG-94	13	8,500	23		56.52	
CE0105	A	SEDAN MID 5PASS CLASS III	16-SEP-94	19-SEP-94	25	8,500	70		35.71	
CE44458 A	SEDAN	MID 5PASS CLASS III	16-SEP-94	19-SEP-94	24	8,500	70		34.29	
G-104	A	SEDAN SUBCOMP 4PASS CL I	15-SEP-94	15-SEP-94		8,500				
G-105	A	SEDAN MID 5PASS CLASS III	15-SEP-94	15-SEP-94		8,500				
G1011112	A	SEDAN SUBCOMP 4PASS CL I	19-SEP-94	19-SEP-94		8,500				
G1024884	A	SEDAN COMPACT 5PASS CL I	26-AUG-94	26-AUG-94		8,500				
G1044471	A	SEDAN COMPACT 5PASS CL II	15-SEP-94	30-SEP-94	99	8,500	349		28.37	
G1055555	A	SEDAN SUBCOMP 4PASS CL I	15-SEP-94	15-SEP-94		8,500				
G108	A	SEDAN COMPACT 5PASS CL II	10-AUG-94	10-AUG-94		8,500				
G109	A	SEDAN COMPACT 5PASS CL	14-DEC-94	14-DEC-94		8,500				
G11110	A	SEDAN SUBCOMP 4PASS CL I	10-SEP-94	10-SEP-94		8,500				
G507987 A	SEDAN	SUBCOMP 4PASS CL I	15-SEP-94	15-SEP-94		8,500				
G6109878	A	SEDAN SUBCOMP 4PASS CL I	16-SEP-94	25-SEP-94	136	8,500	210		64.76	

* Inventory record indicates vehicle is knowingly under utilized.

DUE REPLACEMENT

Description of Report - This report allows the user to generate a report that lists replacement information on vehicles which are due for replacement.

When to run the Report - This report may be run at any time.

How to run the Report -

1. Load paper into the printer.
2. Make sure the printer is online.
3. Select option [Reports Menu] from the VIMS Main Menu.
4. Select option [Due Replacement] from the VIMS Reports Menu.
5. Select the type of printer to use from the Printer Site Options Menu and press *Enter*. See the Print Prompt section earlier in this chapter for specifics on choosing a print option.
6. The report will be printed on the selected printer.
7. When the report is complete the user will be returned to the VIMS Main Menu.

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Due Replacement Report

Tag Number	Status	Nomenclature	Replacement Year	Miles	Acquisition Date	Current Mileage	Purchase Price	Salvage Value
CE20241	A	TRUCK PKUP W/CAB 1/4-3/4T	1995	50000	13-JUN-89	53157	10,881.00	
CE24942	A	TRUCK TRACT 7-30T 6X4	1998	80000	15-JUN-89	225479	58,470.00	
CE27715	A	TRUCK STD PKUP 1/4-3/4T	1995	50000	15-JUN-89	82228	09,677.00	
CE27908	A	TRUCK VANWGN 1/4-1-3/4T 4X4	1995	50000	16-JUN-89	59589	19,021.79	
CE27909	A	TRUCK VANWGN 1/4-1-3/4T 4X4	1995	50000	16-JUN-89	83708	19,021.80	
CE27998	A	TRUCK VANWGN 1/4-1-3/4T 4X4	1995	50000	16-JUN-89	56193	23,213.97	
CE41499	A	TRUCK STDPKUP 4X4 1-1-3/4	1996	60000	16-JUN-89	62856	10,199.29	
CE42782	A	TRUCK CMPT VNPNL 1/2-3/4T	1997	50000	26-FEB-91	109505	15,413.28	
CE43047	A	TRUCK CMPT VNWGN 1/2-3/4T	1997	50000	25-JUN-91	51029	12,434.82	
CE43049	A	TRUCK CMPT VNWGN 1/2-3/4T	1997	50000	25-JUN-91	56941	12,434.82	
CE43785	A	TRUCK STD PKUP 1/4-3/4T	1997	50000	01-APR-91	74160	10,050.27	
CE43786	A	TRUCK STD PKUP 1/4-3/4T	1997	50000	24-APR-91	59643	10,050.27	
G1019109	A	SEDAN COMPACT 5PASS CL II	2000	60000	05-MAY-94	92266		
G4333302	A	TRUCK PKUP W/CAB 1-1-3/4T	1999	60000	16-JUL-92	65726		
G4349601	A	TRUCK VAN PANEL 4X2 1/2-1	1998	50000	05-JUN-92	71772		
G6214748	A	TRUCK VANWGN 1/4-1-3/4T 4X4	1998	50000	05-JUN-92	52960		
G6218458	A	TRUCK STD PKUP 1/4-3/4T	1997	50000	31-MAY-91	77293		

REPLACEMENT ON ALL VEHICLES

Description of Report - This report allows the user to generate a report that lists replacement information for all vehicles.

When to run the Report - This report may be run at any time.

How to run the Report -

1. Load paper into the printer.
2. Make sure the printer is online.
3. Select option [Reports Menu] from the VIMS Main Menu.
4. Select option [Select Replacement] from the VIMS Reports Menu.
5. Select the type of printer to use from the Printer Site Options Menu and press *Enter*. See the Print Prompt section earlier in this chapter for specifics on choosing a print option.
6. The report will be printed on the selected printer.
8. When the report is complete the user will be returned to the VIMS Main Menu.

REPORTS REPLACEMENT ON ALL VEHICLES

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Replacement Report - All Vehicles

Tag Number	Status	Nomenclature	Replacement Year	Miles	Acquisition Date	Current Mileage	Purchase Price	Salvage Value
C55563	A	SEDAN SUBCOMP 4PASS CL I	2000	60000	08-AUG-94	0023	9,400.00	
CE0105	A	SEDAN MID 5PASS CLASS III	2000	60000	30-SEP-94	0028	20,000.00	
CE25341	A	SEDAN COMPACT 5PASS CL II	1995	60000	05-MAY-89	0854	9,500.00	
CE44458	A	SEDAN MID 5PASS CLASS III	2000	60000	10-JAN-94	3678	9,200.00	
G-104	A	SEDAN SUBCOMP 4PASS CL I	2000	60000	30-SEP-94	0002		
G-105	A	SEDAN MID 5PASS CLASS III	2000	60000	30-SEP-94	2000		
G1000112	A	SEDAN COMPACT 5PASS CL II	2000	60000	12-SEP-94	0400		
G1010902	A	SEDAN COMPACT 5PASS CL II	2000	60000	14-SEP-94	0088		
G1011112	A	SEDAN SUBCOMP 4PASS CL I	2000	60000	19-SEP-94	0005		
G1024884	A	SEDAN COMPACT 5PASS CL II	1999	60000	10-MAR-93	10258		
G1029460	A	SEDAN COMPACT 5PASS CL II	2000	60000	14-MAY-94	0056		
G1044471	A	SEDAN COMPACT 5PASS CL II	2000	60000	14-SEP-94	0110		
G1055555	A	SEDAN SUBCOMP 4PASS CL I	2000	60000	15-NOV-94	500		
G108	A	SEDAN COMPACT 5PASS CL II	2000	60000	10-AUG-94	10		
G109	A	SEDAN COMPACT 5PASS CL II	2000	60000	15-DEC-94	1		
G11110	A	SEDAN SUBCOMP 4PASS CL I	2000	60000	11-SEP-94	1		
G507987	A	SEDAN SUBCOMP 4PASS CL I	2000	60000	30-SEP-94	350		
G6109878	A	SEDAN SUBCOMP 4PASS CL I	2000	60000	25-AUG-94	156		

TRIPS AWAITING BILLING INFORMATION

Description of Report - This report allows the user to generate a report, sorted by tag number, of all active trip tickets which could have been billed to CEFMS but were not. The report contains information such as tag number, resource code, sub-type, ending date, ending meter reading, miles, hours, the number of days total, used, maintenance, storage, non-work, and not used, and dispatching data.

When to run the Report - This report may be run at any time.

How to run the Report -

1. Load paper into the printer.
2. Make sure the printer is online.
3. Select option [Reports Menu] from the VIMS Main Menu.
4. Select option [Trips Awaiting Billing Information] from the VIMS Reports Menu.
5. Select the type of printer to use from the Printer Site Options Menu and press *Enter*. See the Print Prompt section earlier in this chapter for specifics on choosing a print option.
6. The report will be printed on the selected printer.
7. When the report is complete the user will be returned to the VIMS Main Menu.

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TRIPS AWAITING BILLING INFORMATION

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TRIPS AWAITING BILLING INFORMATION

Tag Number	Resource Code	Sub-type	End Date	End Meter	Total Miles	Hrs	Days	Days Used	Days Maint	Days Storage	Days Non-Work	Days Not Used	Dispatched to
G4104607	GTRUCK-GP1	Revolving	16-AUG-96	08368	139	80	14	10	0	0	4	0	John Doe x2345 CESWF-IM
G6123492	GTRUCK-GP2	Revolving	16-AUG-96	33626	102	56	09	07	0	0	2	0	Mary Smith x6543

The VIMS Utilities Menu, shown below, is displayed when the Utilities Menu option is selected from the VIMS Main Menu. This menu has options to maintain the VIMS data or access the Administrative Menu. The Utilities Menu is not available to users with the Field Users role.



To choose an option, enter the option's number and press *Return*.

Option [Clean Up VIMS Data] executes a procedure that will clean up the VIMS database.

Option [Administrative Menu] displays a menu with options that grant or revoke another user's access to VIMS.

CLEAN UP VIMS DATA

When [Clean Up VIMS Data] is selected from the Utilities Menu the following screen will be displayed. The Clean Up VIMS Data option maintains portions the VIMS database and maybe executed at anytime.



The VIMS current fiscal year is displayed.

To exit without executing the clean up process:

Enter an 'N' and press *Enter*. The user will be returned to the Utilities Menu.

To execute the clean up process:

Enter a 'Y' for Yes and press *Enter*. Default is 'N' for No.

This process may take a few seconds or several minutes to run depending on the amount of records. After the process is complete, the user will be returned to the Utilities Menu.

The cleanup procedure performs the following functions:

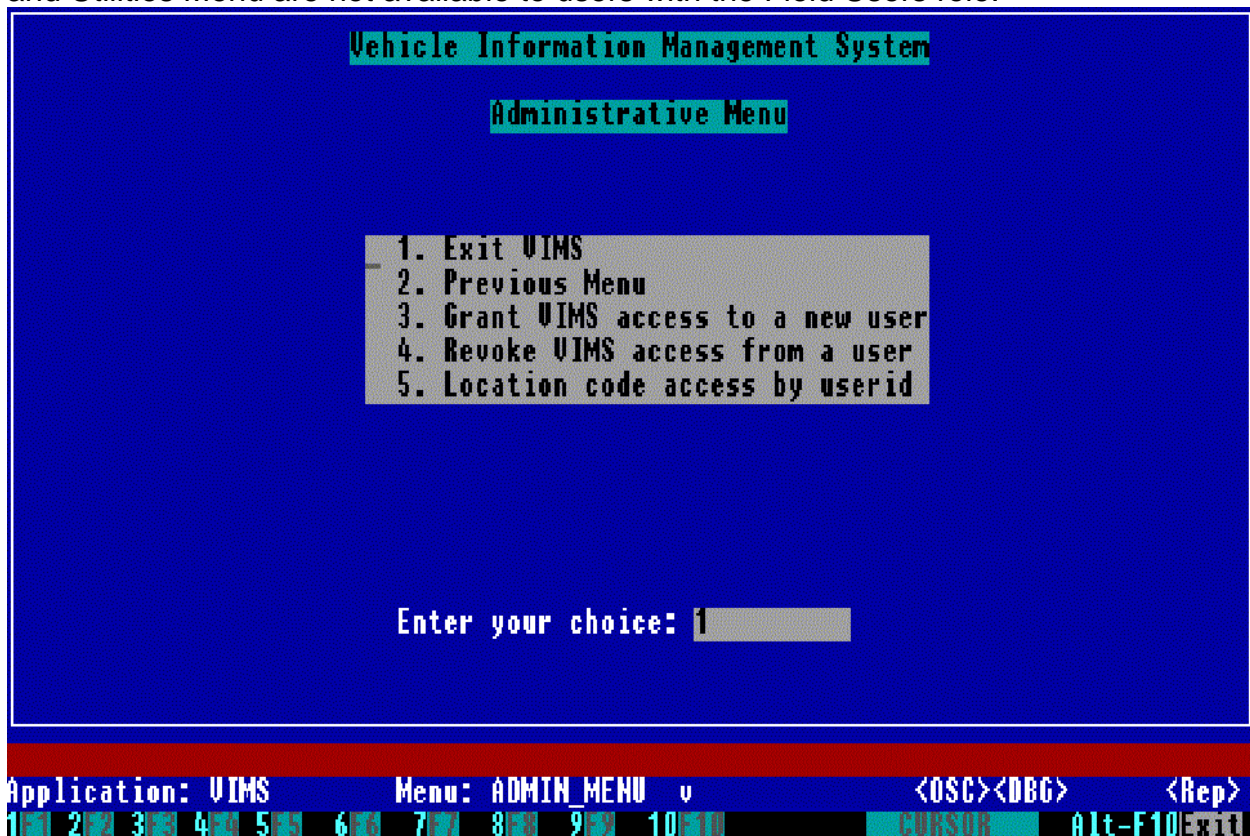
- Trip tickets for the prior fiscal year are summarized and moved out of the trip table.

- Deletes disposed vehicles from the inventory.

- Sets the year in the static table to the actual current fiscal year.

ADMINISTRATIVE MENU

The VIMS Administrative Menu, shown below, is displayed when the Administrative Menu option is selected from the Utilities Menu which was selected from the VIMS Main Menu. This menu has options to grant or revoke user access to VIMS. The Administrative Menu and Utilities Menu are not available to users with the Field Users role.



To choose an option, enter the option's number and press *Return*.

Option [Grant VIMS access to a new user] allows the HQUSACE VIMS Administrator to give a user permission to access VIMS software and data.

Option [Revoke VIMS access from a user] allows the HQUSACE VIMS Administrator to remove access permissions to VIMS software and data.

Option [Location code access by user] allows the user to add or delete a user permission to access VIMS data.

GRANT VIMS ACCESS TO A NEW USER

NOTE: Before executing this option the new user must have the following:

- * a userid and password to the computer and Oracle
- * Plant Rental Billing and Assets/Facilities billing privileges in CEFMS
- * 'Execute' privilege to SQL*MENU50
- * their userid assigned to a SQL*MENU50 VIMS role (see the [Menu Option Access(VIMS Roles)] section in Chapter 1)

NOTE: If it is unknown whether or not a user has been previously granted VIMS permission, then first revoke that userid by selecting the [Revoke VIMS access from a user] option.

Also if a user is changing roles, then first revoke the userid before granting permissions with the new role.

The [Grant VIMS access to a new user] option on the Administrative Menu will execute a procedure which will grant a user permissions to VIMS based on the role and location code specified.

When this option is selected the following prompt will be displayed.

Enter Parameter Value(s)

Enter the userid of the user

Enter a location code or 'ALL'

Enter a user role code of A, M, or F

Enter the userid of the new VIMS user. The userid is usually 8 characters in length and is the same as the login id to the computer. An example of a userid is U4LMMXXX.

ADMINISTRATIVE MENU
GRANT VIMS ACCESS TO A NEW USER

GRANT VIMS ACCESS TO A NEW USER

Enter the location code of the vehicles the user is allowed to access or 'ALL' if the user will be allowed to have access to all vehicles. The location code should be 3 characters in length. Users assigned to the Administrator and Motor Pool roles should have access to all vehicles. Users assigned to the Field user role are usually given access to only one location code.

Enter the role that was assigned to the user when they were given access to SQL*MENU50. The current role choices are 'M'-Motor Pool, and 'F'-Field. Default role code is 'F'. The 'A'-Administrator role is currently exclusively assigned to the HQUSACE VIMS Administrator. All other users should be assigned to the Motor Pool or Field roles.

After entering the role code and pressing *Return*, the following message will be displayed:

"Processing.....Please Wait"

The Administrative Menu will be displayed when the process to add the new user is complete.

ADMINISTRATIVE MENU
REVOKE VIMS ACCESS FROM A USER

REVOKE VIMS ACCESS FROM A USER

The [Revoke VIMS access from a user] option on the Administrative Menu will execute a procedure which will revoke user permissions to VIMS. All of the user's privileges to VIMS and access to all location codes will be revoked.

When this option is selected the following prompt will be displayed.

Enter Parameter Value(s)

Enter the userid of the user

Enter the userid of the user to be deleted from VIMS. The userid is usually 8 characters in length and is the same as the login id to the computer. An example of a userid is U4LMMXXX.

After entering the userid and pressing *Return*, the following message will be displayed:

"Processing.....Please Wait"

The Administrative Menu will be displayed when the process to revoke user permissions is complete.

ADMINISTRATIVE MENU
LOCATION CODE ACCESS BY USER

LOCATION CODE ACCESS BY USER

When the [Location code access by user] is chosen from the Administrative Menu the following screen is displayed. The Location Code Access by User option allows a user to query, add, and delete user permissions to vehicles by location code.

NOTE: Every user is given access to at least one location when they are initially given permissions to VIMS by the HQUSACE VIMS Administrator. Use this screen to modify user's location code permissions as necessary.

User ID	Location
SOTRM101	001
SOTRM101	002
SOTRM101	003
SOTRM101	004
SOTRM101	005
SOTRM101	006
SOTRM102	001
SOTRM102	002
SOTRM102	003
SOTRM102	004
SOTRM102	005
SOTRM102	006
SOTRM103	001
SOTRM103	002
SOTRM103	003
SOTRM103	004
SOTRM103	005
SOTRM103	006

Enter the userid of the user.
Count: *132

1 2 3 4 5 6 7 8 9 10 CURSOR Alt-F10 Exit

ADMINISTRATIVE MENU
LOCATION CODE ACCESS BY USER

LOCATION CODE ACCESS BY USER

To query:

Press *Enter Query*, enter the information to be used for the query, and press *Execute Query*.

Press *Exit* when done querying to return to the Administrative Menu.

To grant a user access to a location code:

If the screen is in query mode, press *Exit* to cancel the query.

Enter the following information for each location the user is to be granted access.

USER ID. Enter the user's userid. Most VIMS sites will need to add 'OPPS\$' to the beginning of the userid. For example userid U4LMMXXX would be entered OPS\$U4LMMXXX.

LOCATION. Enter a valid 3 character VIMS location code or 'ALL' if the user is assigned to the MOTOR Pool role. Press *List* for a list of location codes values.

After entering the LOCATION, press *Enter*. The transaction will automatically be added to the database. There is no need to 'save' or 'commit' the record.

Press *Create Record* to add another userid and location or press *Exit* to leave the screen and return to the Administrative Menu.

To revoke user access to a location code:

Query for the record to be deleted and press *Delete Record*. The record will automatically be deleted from database. There is no need to 'commit' the record.

Press *Exit* to leave the screen and return to the Administrative Menu.

FUNCTION KEYS

Listed are the most commonly used function keys and a brief description for each. The keystroke(s) for each function, shown in parentheses (), are the most commonly used keys to execute the function. This is not a complete list of available function keys.

ACTION KEYS:

ACCEPT (End) selects a particular value from a lookup screen.

COMMIT (End) writes into the database all changes made since the last *COMMIT*.

CLEAR BLOCK (Shift-F6) clears the contents of the current block.

CLEAR FIELD (F6) clears the contents of the current field, beginning at the current cursor position.

CLEAR FORM/ROLLBACK (Home) clears all the blocks of the current form, reversing all unsaved updates, inserts, and deletes in all blocks of the form.

CLEAR RECORD (F5) clears the contents of the current record.

COUNT QUERY HITS (Shift-F1) counts and displays the number of records that will be retrieved if a query is executed for the current field.

DELETE CHARACTER (Delete) deletes the character in the current cursor position.

DELETE BACKWARD (Backspace) deletes the character to the left of the current cursor position.

DELETE RECORD (Shift-F5) deletes a retrieved record from the screen and the database. Records are not permanently deleted until changes are committed to the database.

ENTER QUERY (F2) clears the current block and moves the cursor to the beginning of the query field.

EXECUTE QUERY (F3) clears the current block and retrieves all records from the database table referenced by the block.

ACTION KEYS (continued):

EXIT (F10) exits the current form and returns to the system command prompt. Also cancels the *LIST* values function.

CREATE RECORD (F9) clears the form and creates a new record.

LIST (F4) if available, displays possible values for the current field. Use *ACCEPT* to choose a particular value or *EXIT* to exit without selecting.

CURSOR MOVEMENT KEYS:

DOWN (Down arrow) moves the cursor to the same field in the next record. If the next record is a new record, *DOWN* moves the cursor to the first field of the new record

LEFT (Left Arrow) moves the cursor one character to the left (within the field).

PREVIOUS BLOCK (PgUp) moves the cursor to the previous block in the form.

PREVIOUS FIELD (Shift-Tab) moves the cursor to the previous field in the form.

PREVIOUS RECORD (Up Arrow) moves the cursor to the previous record in the current block.

NEXT BLOCK (PgDn) moves the cursor to the next enterable field in the current block.

NEXT FIELD (Tab) moves the cursor to the next enterable field in the current record.

NEXT RECORD (Down Arrow) moves the cursor to the next record in the current block.

RIGHT (Right Arrow) moves the cursor one character to the right (within the field).

UP (Up arrow) moves the cursor to the same field in the previous record.

DISPLAY KEYS

DISPLAY ERROR (Shift-F10) displays error information and/or advanced help information for the field where the last error occurred.

HELP (F1) displays help information for each field or menu selection.

LIST (F4) if available, displays possible values for the current field. Use *SELECT* to choose a particular value or *EXIT* to exit without selecting.

PRINT (Shift-F9) displays a print box that allows users to send print to a file or printer, or to print the keys map.

REFRESH (Shift-F8 or Re-display page) restores the screen image.

SHOW KEYS (F8) displays the function key assignments currently in effect.

REFERENCE MATERIAL
CORPS STANDARD AND REFERENCE INFORMATION

BODY STYLE

BODY STYLE CODE	DESCRIPTION
O	Other
2	2-door
4	4-door

FUEL

FUEL TYPE	DESCRIPTION
A	Ethanol Duel-fuel vehicle
B	Ethanol Dedicated vehicle
C	Methanol Duel-fuel vehicle
F	Methanol Dedicated vehicle
G	CNG Duel-fuel vehicle
H	CNG Dedicated vehicle
I	LNG Duel-fuel vehicle
J	LNG Dedicated vehicle
P	Propane/LPG Duel-fuel vehicle
Q	Propane/LPG Dedicated vehicle
K	Dimethyl ether Dedicated vehicle
L	Hydrogen dedicated vehicle
D	Diesel Fuel Only
E	Electric Power
R	Regular Leaded Fuel
U	Unleaded Fuel
•	Other

REFERENCE MATERIAL

CORPS STANDARD AND REFERENCE INFORMATION MANUFACTURER

MANUFACTURER

CODE	DESCRIPTION
82646	ALLIED PRODUCTS CORP, LOADCRAFT DIV.
34623	AM GENERAL CORPORATION
99343	AMERICAN MOTORS CORPORATION
11743	CHECKER MOTORS CORP.
18113	CHRYSLER CORP, DODGE CAR & TRUCK DIV.
47828	CHRYSLER CORP, PLYMOUTH DIV.
56442	DIAMOND REO MFG. CO.
80328	DORSEY TRAILERS INC.
23040	FORD MOTOR CORP.
23705	FRUEHAUF CORP.
11862	GENERAL MOTORS CORP, CHEVROLET DIV
23862	GENERAL MOTORS CORP, TRUCK & COACH DIV
31007	INTERNATIONAL HARVESTER
65909	JEEP CORP
90743	MACK TRUCKS INC
40670	MILLER TRAILERS INC
15586	OMC LINCOLN
81793	TRANSPORT TRAILERS DIV, BARNARD & LEAS
65282	WHITE MOTOR CORP

REFERENCE MATERIAL
CORPS STANDARD AND REFERENCE INFORMATION

NATIONAL STOCK NUMBERS

NSN	NOMENCLATURE	LIN	VEH CODE	SF82
2310-00-061-1939	AMBULANCE 1/2T 4X2 4LTR	B04294	0200	D
2310-01-090-7691	BUS 36-43PASS INTEGRAL BD ON CHAS	C39833	0800	E
2310-01-090-7693	BUS 27-33PASS BODY ON CH	C39985	0700	E
2310-01-090-7696	BUS 20-25PASS BODY ON CHA	C39696	0704	E
2310-01-090-7707	BUS 27-33PASS INTEGRAL BD	C39977	0703	E
2310-01-090-7738	SEDAN SUBCOMP 4PASS CL I	B04725	0403	B
2310-01-090-7739	SEDAN COMPACT 5PASS CL II	B04441	0402	B
2310-01-090-7740	SEDAN MID 5PASS CLASS III	B04715	0401	B
2310-01-090-7741	SEDAN LG 6PASS CLASS IV	B04720	0400	B
2310-01-090-7877	STATION WGN 6PASS MID 4X2	B04852	1204	C
2310-01-090-7878	STATION WGN 8PASS LG 4X2	B04862	1203	C
2310-01-090-7879	STATIONWGN 4PASS SUBC 4X2	B04872	1215	C
2310-01-090-9325	SNOWMOBILE OR SNOW BUGGY	TB7771	1004	J
2310-01-091-0995	AMBULANCE 1/2T 4X2 CARRYALL CONV	B04338	0201	D
2310-01-091-0996	BUS 12-15PASS 4X2 VAN-WAGON	C39559	0702	E
2310-01-091-0997	BUS 45-100 PASS SEMIT BOD	C40106	0803	E
2310-01-091-1060	STATIONWGN 5PASS CMPT 4X2	B04832	1214	C
2310-01-091-1604	ELECTRIC VEHICLE ALL TYPE	D06140	1006	J
2310-01-094-1363	AMBULANCE 1TO1-1/2T 4X2 4LTR	B04304	0103	D
2310-01-094-1364	AMBULANCE 1/2T-3/4T 4X2 2-3LTR	B04294	0101	D
2320-00-000-0114	TRUCK CRANE CHERRY PICKER	T53858	4136	J
2320-00-077-1631	TRUCK TANK 500-1500GL 6X6	X57271	4110	I
2320-00-077-1643	TRUCK DUMP 2-4T 6X4 OR 6X6	X43297	3924	J
2320-00-089-7264	TRUCK CRANE 6X6 ALL SIZES	F38806	4127	J
2320-00-177-6884	TRUCK VAN PNL 1-3T 4X4	X61782	1614	H
2320-00-271-1432	TRUCK TRACT 3-6T 6X4	X59032	2207	H
2320-00-279-0683	TRUCK REFUSE 4X2 1-4-1/2T	X54428	1610	J
2320-00-287-1991	TRUCK MAN/TEL/UTL 1/2-3/4	X53572	1412	F
2320-00-411-5798	TRUCK REFUSE 5-10T 4X2/4X4	X55837	1621	J
2320-00-440-8307	TRUCK TANK 500-1500GL 6X6	X58367	3908	H
2320-00-445-7250	TRUCK W/FISHTANK 5-10T6X4	X58078	4111	J
2320-00-452-0365	TRUCK DUMP 1-10T 4X4	X44119	1439	J
2320-00-782-6889	TRUCK MAN/TEL/UTL 1-1-3/4T	X53572	1413	H
2320-00-834-4513	TRUCK TRACT 1-2-1/2T 4X2	X59032	2201	H
2320-00-835-8322	TRUCK STD PKUP 1/4-3/4T	X39735	1305	G
2320-00-835-8463	TRUCK CARGO VN 2-4T 6X6	X40009	3900	H
2320-00-835-8609	TRUCK TRACT 2-4T 6X6	X59052	3916	H
2320-00-892-2154	TRUCK MAN/TEL/UTL 4X4 3/4	X53572	1420	G
2320-00-926-3703	TRUCK MAIN W/CAB 3/4-1T	X53572	3824	F
2320-00-926-3704	TRUCK MAIN VANPNL 1-1-3/4	X53572	1707	H
2320-00-935-0817	TRUCK ST&PTFM 4X2 2-2-3/4	X56175	1603	H

REFERENCE MATERIAL
CORPS STANDARD AND REFERENCE INFORMATION

NATIONAL STOCK NUMBERS

NSN	NOMENCLATURE	LIN	VEH CODE	SF82
2320-00-999-9999	TRAILER SPECIAL PURPOSE	S99999	5500	J
2320-01-089-9165	TRUCK ST&PTFM W/WO/CAB 1-1-3/4T	X56038	1600	H
2320-01-089-9166	TRUCK ST&PTFM 1-1-3/4 4X4	X56175	1503	H
2320-01-089-9167	TRUCK STK&PLTFM 2-6T 6X4/6X6	X56312	3934	H
2320-01-090-0000	TRUCK AMPHIB 2-4T 6X6	X77777	3920	J
2320-01-090-7765	SEMITRAILER REFRIG 5-8T	S71476	2504	J
2320-01-090-7771	TRUCK MULTISP VN 1-1-3/4T	X61792	2013	H
2320-01-090-7772	TRUCK DELIV VN 2-4T 6X4	X61792	3903	H
2320-01-090-7774	TRUCK DEL VAN 4X2 4-7T	X61800	1704	I
2320-01-090-7779	TRUCK TRACTOR 1-3T 4X4	X60148	3802	H
2320-01-090-7783	TRUCK TANK 5-10T 4X4	X60285	2308	I
2320-01-090-7784	TRUCK TRACT 7-30T 6X4	X60422	2211	I
2320-01-090-7789	TRUCK TRACTOR 5-12T 6X6	X60559	4104	I
2320-01-090-7794	TRUCK WRECKER 1-4T 4X4/6X4/6X6	X63847	3917	J
2320-01-090-7796	TRUCK WRECKER COM 2-5T	X63966	2404	J
2320-01-090-7801	TRUCK TNK 700-2000GL 4X2	X57719	1807	I
2320-01-090-7806	TRAIL TANK 1500-5MX GL	X58815	4236	J
2320-01-090-7808	TRUCK TNK 4X2 250-1500GL	X57545	1800	H
2320-01-090-7810	TRUCK TNK 500-1MX GL 2-4T	X58641	3923	H
2320-01-090-7818	TRUCK DUMP 3-5T 4X4	X43571	2105	J
2320-01-090-7821	TRUCK DUMP 5-15T 6X4	X43982	2306	J
2320-01-090-7826	TRUCK STD PKUP 1/4-3/4T	X61518	1300	F
2320-01-090-7828	TRUCK UTL 1/4-3/4T 4X4	X61655	1100	G
2320-01-090-7832	TRUCK VANWGN 1/4-1-3/4T 4X4	X42064	1208	G
2320-01-090-7834	TRUCK CNVNT CA 1-1-3/4 T	X42064	1213	H
2320-01-090-7836	TRUCK DUMP 1/2-3/4T 4X4/4X4	X43561	1318	J
2320-01-090-7837	TRUCK VNPNL 1/2-3/4T 4X4	X54805	1408	G
2320-01-090-7844	TRUCK VNPNL 1-1-3/4T 4X4	X54966	1409	H
2320-01-090-7845	SEMITRAILER FURN VN	S73942	2700	J
2320-01-090-7848	SEMITRAIL CARGO VN 4-20T	S74096	2503	J
2320-01-090-7861	SEMITR FLTBD REARLOAD 20T	S70380	3004	J
2320-01-090-7880	TRUCK CMPT PKUP 4X2 1/4T	T39642	1321	F
2320-01-090-7881	TRUCK WEAPON 1/4-3/4T 4X4	X39598	3703	J
2320-01-090-7885	TRUCK PKUP W/CAB 1/4-3/4T	X39598	1310	F
2320-01-090-7894	TRUCK STDPKUP 4X4 1-1-3/4	X39893	1325	H
2320-01-090-7898	TRUCK MULTISP VN 1/2-3/4T	X54531	2012	F
2320-01-090-7906	TRUCK COMPRESSIOR 2-4T 6X4/6X6	X56449	3941	J
2320-01-090-7910	TRUCK ST&PTFM W/CAB 4X4	X56175	1506	H
2320-01-090-7911	TRUCK STK&PLTFM 5-10T 6X4	X56860	4006	I
2320-01-090-7912	TRUCK STK&PLTFM 5-10T 6X6	X56723	4100	I
2320-01-090-7917	SEMITRAILER STK&PTM 4-20T	S72161	2500	J
2320-01-090-7919	SEMITR FRONT/SIDE LOAD FLTBD 20-40T	S72178	3003	J
2320-01-090-7924	TRUCK REFRIG VN 2-5T 4X2	X55764	2009	J
2320-01-090-7928	TRAILER HOUSE ALL SIZES	W97010	4226	J

REFERENCE MATERIAL
CORPS STANDARD AND REFERENCE INFORMATION

NATIONAL STOCK NUMBERS

NSN	NOMENCLATURE	LIN	VEH CODE	SF82
2320-01-090-8724	TRUCK DUMP 5T & UP 6X6	X44119	4101	J
2320-01-090-9529	TRUCK WRECKER 5-10T 6X6	X63989	4001	J
2320-01-090-9562	TRUCK STD PKUP 1-1-3/4T	X39879	1304	G
2320-01-090-9563	TRUCK CMPT PKUP 4X4 1/4T	T39666	1323	G
2320-01-091-0931	ALL TERRAIN VEH WHEEL/TRK	D10715	1005	J
2320-01-091-1661	TRUCK VAN PANEL 4X2 1/2-1	X61782	1402	F
2320-01-091-1663	TRUCK TRACT 3-15T 4X2	X59032	2203	I
2320-01-091-1682	TRUCK ASPHALT 2-3T 4X2	X43563	1624	J
2320-01-091-1698	SEMITRIALER LOWBED 4-10T	S70006	2505	J
2320-01-091-1699	SEMITRAIL LOW/FLATBED 20-60T	S70759	3006	J
2320-01-091-1720	TRUCK AERIAL 3-5T 4X2	X45210	1625	J
2320-01-091-1722	TRUCK PKUP W/CAB 1/4 1-3/4T	X39880	1313	G
2320-01-091-1723	TRUCK PKUP W/CAB 1-1-3/4T	X39875	1319	H
2320-01-091-7907	TRUCK STK&PLTFM 2-5T 4X4	X56383	2210	H
2320-01-091-9062	TRUCK DUMP 1-1-3/4T 4X2	X43561	2106	J
2320-01-093-5847	SEMITRIALER CARGO VN 1-3T	S74096	2601	J
2320-01-095-3211	TRUCK CNVNT CA 1-1-3/4T	T41903	1212	H
2320-01-095-7480	TRUCK TNK 2-5MX GL 2-20T	X57719	1905	I
2320-01-107-7155	TRUCK PERSONNEL 1-3T 6X6	T61494	3801	H
2320-01-138-7124	TRUCK DUMP 2-9T 4X2	X43982	2101	J
2320-01-138-7131	TRUCK DEL VAN 4X2 1-3-3/4TON	X61800	1705	H
2320-01-147-3339	TRAILER TILT TOP 5-8T	W97318	4215	J
2320-01-165-4716	TRUCK CMPT VNWGN 1/2-3/4T	X42064	1419	F
2320-01-165-4717	TRUCK CMPT VNPNL 1/2-3/4T	X54805	1418	F
2320-01-175-5541	TRUCK PORTABLE LAB 2-3T	T62458	3928	J
2320-01-225-6087	TRUCK W/FISHTNK 2-5T 4X2	T57329	2305	J
2330-00-542-3491	TRAILER WELDER 1-2T 2-4WL	E02533	4208	J
2330-00-697-8102	TRAILER WEED SPRAYER	W94441	4258	J
2330-00-782-6889	TRUCK MAN/UTL W/CAB 4X2	X53572	1613	H
2330-01-090-7856	SEMITR TANKER 2000-5000GL	S72726	3010	J
2330-01-090-7872	TRAILER ASPHALT TANK	W98693	4620	J
2330-01-090-7916	TRAILER POLE CARRIER 1-3T	W98688	4213	J
2330-01-090-9545	TRAILER CARGO VN 1/4-1/2T	W99012	4200	J
2330-01-090-9583	SEMITRAILER W/DUMP BODY	S69843	5505	J
2330-01-091-1050	TRAIL TANK 250-1MXGL 1-2T	W98698	4205	J
2330-01-091-1706	TRAILER SEWAGE DISPOSAL	W98708	4259	J
2330-01-091-1710	TRAILER LWBD 1-8T 2-8WHL	W97445	4233	J
2330-01-091-1711	TRAIL LWBD 30-60T 4-8 WHL	W97470	4228	J
2330-01-091-7816	TRAIL CARGO VN 2-5T 2-4WL	W99012	4223	J
2330-01-091-9068	TRAILER TILT TOP 6-9T 6WH	W97460	4249	J
2330-01-102-3544	TRAILTILT TOP 9-20T 2-4WL	W96982	4234	J
2330-01-211-8372	TRAILER BRUSH CHIPPER	C19846	4239	J

REFERENCE MATERIAL
CORPS STANDARD AND REFERENCE INFORMATION

NATIONAL STOCK NUMBERS

NSN	NOMENCLATURE	LIN	VEH CODE	SF82
2340-00-252-3841	MOTOR SCOOTER 3 WHEEL AIR	S55256	1001	J
2340-01-090-7748	MOTORCYCLE (ANY SIZE)	M72933	0900	J
2340-01-090-7750	MOTORCYCLE W/SIDE CAR	M72933	0901	J
2340-01-090-7875	MOTOR SCOOTER 2WH SIDECAR	S55256	1002	J
2340-01-094-1374	MOTOR SCOOTER 3 WHEEL	S55256	1000	J
2340-01-095-7490	MOTOR SCOOTER 4 WHL FLTBD	S55334	1007	J
3740-00-901-0720	TRAILER INSECTICIDE SPRAY	S11847	4232	J
3805-00-351-9426	TRUCK EXCAVATOR 5-20T	H17945	4123	J
3810-00-230-2774	TRUCK CRANE 4X4 ALL SIZES	F38806	4128	J
3810-00-457-1525	TRUCK CRANE 35-45T 6X6	F38738	4137	J
3810-00-582-5622	TRUCK W/CRANE 5-30T 6X4	F43439	4120	J
3810-01-018-2021	TRUCK CRANE 8X4 ALL SIZES	F43429	4138	J
3820-01-178-4980	TRUCK W/DRILL RIG (ANY SIZE)	T94171	3952	J
3825-00-150-7140	TRUCK W/SNOWPLOW 1-2T 4X4	X39880	3808	J
3825-00-409-0090	TRUCK W/SNOWPLOW 3-5T 4X4	T88821	4005	J
3895-00-062-4628	TRAILER W/CONCRETE MIXER	M54151	4261	J
3895-00-405-3283	TRAILER TREE MOVER	M54151	4262	J
3920-01-033-0171	TRAILER BOAT 2-10T 2OR4WL	W94500	4203	J
3920-01-108-7363	TRAILER BOAT 1/4-5T 6 WHEEL	W94500	4256	J
4210-00-106-7433	TRUCK FIRE 1-1/2 - 2-1/2T	X44735	4501	J
4210-00-142-2339	TRUCK FIRE 3-4T	X44735	4502	J
4210-00-184-6415	TRUCK FIRE 1/2-1T	X45095	4500	J
4210-00-803-4941	TRAIL FIREFIGHT ALL SIZES	W96222	4246	J
4210-01-125-3956	TRUCK FIRE 5T & UP	X44735	4503	J
4940-00-997-3172	TRAILER COMPRESSOR MOUNT	T99510	4251	J
5815-00-933-7002	SEMITRAIL VN ELEC GENERTR	X53572	2607	J
6226-00-026-2356	TRAILER GENERATOR	J51418	4255	J

CORPS STANDARD AND REFERENCE INFORMATION

OWNER TYPE

OWNER TYPE	DESCRIPTION
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C	Civil
M	Military

SUGGESTED BILLING RESOURCE CODES

RESOURCE	SF82 RESOURCE NAME
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CAMBULANCE	D	CORPS AMBULANCE SERVICE
CBUSES	E	CORPS BUS SERVICE
CSEDANS	B	CORPS SEDAN SERVICE
CSPECIAL	J	CORPS SPECIAL USE EQUIPMENT SERVICE
CSTAWAGON	C	CORPS STATION WAGON SERVICE
CTRUCK-GP1	F	CORPS TRUCKS, 4X2, 8500 LBS OR UNDER
CTRUCK-GP2	G	CORPS TRUCKS, 4X4, 8500 LBS OR UNDER
CTRUCK-GP3	H	CORPS TRUCK & TRACTOR, 8501 TO 23999 LBS
CTRUCK-GP4	I	CORPS TRUCK & TRACTOR, 24000 LBS OR OVER

GAMBULANCE	D	GSA AMBULANCE SERVICE
GBUSES	E	GSA BUSES
GSEDANS	B	GSA SEDAN SERVICES
GSPECIAL	J	GSA SPECIAL USE EQUIPMENT SERVICES
GSTAWAGON	C	GSA STATION WAGON SERVICE
GTRUCK-GP1	F	GSA TRUCKS, 4X2, 8500 LBS OR UNDER
GTRUCK-GP2	G	GSA TRUCKS, 4X4, 8500 LB OR UNDER
GTRUCK-GP3	H	GSA TRUCK & TRACTOR, 8501 TO 23999 LBS
GTRUCK-GP4	I	GSA TRUCK & TRACTOR, 24000 LBS OR OVER

LAMBULANCE	D	COMMERCIALLY LEASED AMBULANCES
LBUSES	E	COMMERCIALLY LEASED BUSES
LSEDANS	B	COMMERCIALLY LEASED SEDANS
LSPECIAL	J	COMMERCIALLY LEASED SPECIAL USE
LSTAWAGON	C	COMMERCIALLY LEASED STATION WAGONS
LTRUCK-GP1	F	COMMERCIALLY LEASED TRKS, 4X2, 8500 LBS OR UNDER
LTRUCK-GP2	G	COMMERCIALLY LEASED TRKS, 4X4, 8500 LBS OR UNDER
LTRUCK-GP3	H	COMMERCIALLY LEASED TRKS & TRS, 8501 TO 23999 LBS
LTRUCK-GP4	I	COMMERCIALLY LEASED TRKS & TRS, 24000 LBS OR OVER

REFERENCE MATERIAL
CORPS STANDARD AND REFERENCE INFORMATION

STATUS

STATUS CODE	DESCRIPTION
A	Active
D	Disposed
W	Awaiting Disposal

SUB-TYPE

SUB-TYPE	DESCRIPTION
R	Revolving
P	Project
O	Other

TRANSMISSION

TRANSMISSION CODE	DESCRIPTION
A	Automatic
S	Standard

REFERENCE MATERIAL
VIMS PERMISSIONS REQUEST FORM

Type of request: GRANT or REVOKE

District or Division:
(ex. SWF, HND)

FOA: (ex. U4, M3)

CEFMS SID:
(if known, i.e. S0CEFMP1)

Userid to computer:
(ex. u4lmmabc)

Location code*/Role**: ____/FIELD
(ex. ALL/MOTOR)

Person submitting request

and telephone number:

- * Location code will be one of the 3 character Location Codes assigned in VIMS to central or remote sites where vehicles are located.
- ** Role designates the level of permissions the user will have in VIMS. The FIELD role is for remote users who previously used Project VIMS (PVIMS) or users who will not have access to all the vehicles. The MOTOR Pool role is for central users who previously used the 3.1 version of VIMS, local VIMS administrators, and anyone who will have access to all vehicles.